



uMNGENI MUNICIPALITY

SUPPLY CHAIN MANAGEMENT NOTICE 2025/26

Invitation to attend workshop: capacity building and training for local service providers

uMngeni Local Municipality invites all Small, Medium and Micro Enterprises (SMMEs) operating within the Municipal jurisdiction to attend a free training and capacity-building workshop aimed at empowering and equipping local service providers with the necessary knowledge and tools to effectively participate in municipal procurement processes.

Venue: Department of Agriculture Cedara(Auditorium)

Date: 29 August 2025

Time: 08H00

Workshop Topics Will Include:

- Understanding Municipal Supply Chain Management (SCM) processes
- How to respond to municipal quotations and tenders
- Central Supplier Database (CSD):
 - Registration process
 - New developments and updates
 - On-site CSD Helpdesk support
- Construction Industry Development Board (CIDB):
 - Registration and grading requirements
 - Latest CIDB developments
- e-Tender Portal:
 - Live presentation on how to access and navigate opportunities
- Competition Commission Guidelines:
 - Do's and don'ts for businesses bidding for public contracts
- Business development support and compliance documentation
- Open Q&A session with the municipal SCM team

This initiative forms part of the Municipality's ongoing commitment to promote local economic development and empower SMMEs to become sustainable, compliant, and competitive in the public sector space.



SECTION A

Invitation to Tender – 100009832

uMngeni Local Municipality

Suitable and capable service providers are invited to bid for the: **Appointment of the service provider to supply and deliver of Horticulture suppliers and materials (as per attached specification).**

The municipality reserves the right to:

- not award this bid;
- not award the cheapest proposal; and
- to cancel the bid.

Collection of Bid Documents

Tender documents will be made on municipal website:

<https://www.umngeni.gov.za/documents/?category=quotations> printable at bidder's own cost.

Compulsory Briefing Session

The briefing session will be held as follows:

Date:	28 August 2025
Venue:	uMngeni municipality (Finance foyer) Corner of Somme and Dick Street, Howick, 3290
Time:	09h00
Site to be visited:	n/a

Evaluation Criteria

This tender will be evaluated based on the following criteria:

1. Administrative Compliance
2. Price and Preference Points

Queries relating technical information may be addressed to **Gareth Jones** Tel. No. (081) 010 5495: e-mail gareth.jones@umngeni.gov.za

Queries relating to SCM may be addressed to **Thembela Madondo** Tel. No. (033) 239 9289: e-mail thembela.madondo@umngeni.gov.za

The closing date and time for receipt of Tenders is **02 September 2025 at 12h00**. Telegraphic, telephonic, telex, facsimile, and late quotation will not be accepted.

SERVICE PROVIDER'S DETAILS

Name of Service Provider:	
Contact Person:	
Quoted Amount	

**MBD1
PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE uMNGENI LOCAL MUNICIPALITY					
BID NUMBER:	100009832	CLOSING DATE:	02 September 2025	CLOSING TIME:	12H00
DESCRIPTION	Appointment of the service provider to supply and deliver Horticulture suppliers and materials (as per attached specification)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
CORNER OF SOMME AND DICKS STREET					
HOWICK					
3290					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
(SPECIFIC GOALS MUST BE COMPLIED WITH, TO CLAIM PREFERENCE POINTS)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE		R	
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Finance		DEPARTMENT	CSPS	
CONTACT PERSON	Miss T. Madondo		CONTACT PERSON	MR. Gareth Jones	
TELEPHONE NUMBER	033 239 9289		TELEPHONE NUMBER	(081) 010 5495	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	thembela.madondo@umnjeni.gov.za		E-MAIL ADDRESS:	gareth.jones@umnjeni.gov.za	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:.....

PRICING SCHEDULE
(SERVICES)

NOTE: PRICES QUOTED BY THE BIDDER WILL BE USED AS FINAL FORM OFFER. FAILURE TO SIGN THE PRICE PAGE BELOW WILL INVALIDATE YOUR BID. FAILURE TO WRITE THE AMOUNT IN WORDS WILL RESULT IN THE BID BEING REJECTED FOR ADMINISTRATIVE COMPLIANCE.

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

Appointment of the service provider to supply and deliver of Horticulture suppliers and materials (asper attached specification

Item No.	Description	Quantity	Price per unit	Total price for items
1.	CHAINSAW OPERATOR PANTS - ANTI-CUT PROTECTIVE TROUSERS (CLASS 1, EN381-5 CERTIFIED): SIZE LARGE	4	Excl. VAT	Excl. VAT
2.	CHAINSAW CHAIN 0.325" PITCH X 1.3MM GAUGE SUITABLE FOR 16" BAR	5	Excl. VAT	Excl. VAT
3.	CHAINSAW CHAIN 3/8" PITCH X 1.5MM GAUGE – SUITABLE FOR 22" BAR	5	Excl. VAT	Excl. VAT
4.	CHAINSAW BARS - 16	5	Excl. VAT	Excl. VAT
5.	CHAINSAW BARS - 22	5	Excl. VAT	Excl. VAT
6.	ROPE - 20MM X 30M DOUBLE-BRAIDED POLYESTER ROPE, 6-TON BREAKING STRENGTH, FOR TREE PULLING OPERATION	2	Excl. VAT	Excl. VAT
7.	FORESTRY SAFETY HELMET WITH VISOR AND EARMUFFS (EN 397 & EN 1731) STIHL OR EQUIVALENT	4	Excl. VAT	Excl. VAT
8.	CHAINSAW FILES - 4.0MM ROUND FILES WITH HANDLES - 6 PER PACK	10	Excl. VAT	Excl. VAT
9.	CHAINSAW FILES - 4.8MM ROUND FILES WITH HANDLES - 6 PER PACK	10	Excl. VAT	Excl. VAT
10.	COMBO CHAINSAW FILING KIT WITH 4.8? MM AND 5.5? MM ROUND FILES (AS PER ATTACHED SPEC)	4	Excl. VAT	Excl. VAT
11.	2-TON TOWING CHAIN, 3M WITH HOOKS	1	Excl. VAT	Excl. VAT

12.	ALUMINIUM EXTENSION LADDER 3 TO 6M HEAVY DUTY	2	Excl. VAT	Excl. VAT
13.	SABS-APPROVED FIRST AID KIT COMPLIES WITH SOUTH AFRICAN OCCUPATIONAL HEALTH AND SAFETY (OHS) REG. 3	3	Excl. VAT	Excl. VAT
14.	COMBINATION TOOL (SCRENCN) FOR CHAINSAW BAR/NUT	4	Excl. VAT	Excl. VAT
15.	DEGREASER/CLEANING SOLUTION FOR POWER TOOLS, 5L	4	Excl. VAT	Excl. VAT
16.	8MM NYLON ROPE, 20M	2	Excl. VAT	Excl. VAT
17.	GOATSKIN GLOVES (PAIRS) SIZE 10	100	Excl. VAT	Excl. VAT
18.	HAND SLASHER WITH 350MM CURVED CARBON STEEL BLADE AND 1.2M HARDWOOD/PLASTIC HANDLE	15	Excl. VAT	Excl. VAT
19.	BACK/KIDNEY SUPPORT BELT WITH VELCRO FASTENER - ONE SIZE FITS ALL	4	Excl. VAT	Excl. VAT
20.	LONG-HANDLED LOPPER PRUNING LOPPER 680 B	2	Excl. VAT	Excl. VAT
21.	HEDGE SHEAR (LASHER OR EQUIVALENT)	4	Excl. VAT	Excl. VAT
22.	BYPASS SECATEUR (LASHER OR EQUIVQLENT)	4	Excl. VAT	Excl. VAT
23.	STRIAGHT CROWBAR 25×1200 (LASHER OR EQUIVALENT)	2	Excl. VAT	Excl. VAT
24.	HEAVY DUTY GARDEN PICK MATTOCK WITH 90CM POLY FIBER HANDLE	6	Excl. VAT	Excl. VAT
25.	FORK 3 PRONG HAY STEEL SHAFT - 1750MM STEEL SHAFT	2	Excl. VAT	Excl. VAT
26.	20MM X 30M REINFORCED GARDEN HOSE WITH FITTINGS	2	Excl. VAT	Excl. VAT
27.	350MM PRUNING SAW, CURVED BLADE. HANDHELD	4	Excl. VAT	Excl. VAT
28.	5-IN-1 ALUMINIUM MULTI-PURPOSE LADDER – 5.5? M MAX LENGTH, 3 × 2.4? M SECTIONS, ADJUSTABLE IN 280? MM	1	Excl. VAT	Excl. VAT
29.	WHEELBARROW - STEEL TRAY, 85L CAPACITY, SOLID RUBBER WHEEL	2	Excl. VAT	Excl. VAT
30.	3-PIECE GARDEN HAND TOOL SET – INCLUDES CARBON STEEL HAND FORK, TROWEL, AND TRANSPLANTER	3	Excl. VAT	Excl. VAT
31.	PLASTIC OIL FUNNELS, =15MM	6	Excl. VAT	Excl. VAT
32.	BRUSHCUTTER EAR AND VISOR PROTECTION UNIT – INCLUDES ADJUSTABLE EARMUFFS AND	20	Excl. VAT	Excl. VAT

	POLYCARBONATE VISOR			
33.	DUST PROTECTION MASKS (FFP2) PACK OF 20	20	Excl. VAT	Excl. VAT
34.	BRUSHCUTTER PROTECTIVE APRON (GREEN)	30	Excl. VAT	Excl. VAT
35.	BRUSHCUTTER DOUBLE SHOULDER HARNESS BELT - STIHL OR EQUIVALENT	20	Excl. VAT	Excl. VAT
36.	5L PETROL CONTAINER WITH SPOUT	10	Excl. VAT	Excl. VAT
37.	CORDED OR DISPOSABLE FOAM EARPLUGS (BOX OF 100)	3	Excl. VAT	Excl. VAT
38.	NYLON TRIMMER LINE (BLACK) 3,3MM X 228M - STIHL OR EQUIVALENT	40	Excl. VAT	Excl. VAT
39.	ALUMINIUM BRUSH CUTTER HEAD	10	Excl. VAT	Excl. VAT
40.	AUTOCUT 46-2 MOWING HEAD - STIHL OR EQUIVALENT	10	Excl. VAT	Excl. VAT
41.	BRUSH CUTTER BLADE GRASS KNIFE 2-TOOTH (HUSQVARNA OR EQUIVALENT)	20	Excl. VAT	Excl. VAT
42.	BRUSH WITH WOODEN HANDLE	10	Excl. VAT	Excl. VAT
43.	RAGS FOR CLEANING (1KG BAG)	1	Excl. VAT	Excl. VAT
44.	PLIERS COMBINATION 200 MM	4	Excl. VAT	Excl. VAT
45.	TOOL SET CANTILEVER 72 PIECE - 5 TRAY (REFER TO SPECS)	1	Excl. VAT	Excl. VAT
46.	SOCKET TOOL COMBINATION STIHL OR EQUIVALENT (16 - 19 & FLAT)	20	Excl. VAT	Excl. VAT
47.	RAINGUARD TARPAULIN - AT MINIMUM 3X4M	2	Excl. VAT	Excl. VAT
SUB-TOTAL		Excl. VAT		
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)		Incl. VAT		
GRAND TOTAL IN WORDS				

Bidder's Signature: _____

Date: ____/____/____

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

(a) a member of –

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

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

.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 2022

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is

unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- a. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- b. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company owned by at least 51% people who are woman (CSD will be used for verification)	10	
Business within uMngeni Local Municipality Bidder may submit one of the following: - utility bill/ - Valid lease agreement/ - Proof of Residence (PoR) and sworn affidavit. If this evidence is used, the address on the PoR must match the one on CIPC profile.	10	
Total Points Allocated to Specific Goals	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

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

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	
	

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS WORK

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

MBD 7.1

CONTRACT FORM – PURCHASE OF WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM 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 Standard 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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 Institution)

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.

Category	Item	Specification	Quantity
Tree Cutting and Clearing			
	Chainsaw operator pants	Anti-cut protective trousers (Class 1, EN381-5 certified): Size Large *Municipality Reserves the right to request a different size	4
	Chainsaw chains	Chainsaw chain 0.325" pitch x 1.3mm gauge suitable for 16" bar	5
	Chainsaw chains	Chainsaw chain 3/8" pitch x 1.5mm gauge – suitable for 22" bar	5
	Chainsaw bars	16" - Stihl or equivalent	5
	Chainsaw bars	22" - Stihl or equivalent	5
	Rope to pull trees	20mm x 30m double-braided polyester rope, 6-ton breaking strength, for tree pulling operations	2
	Helmet	Forestry safety helmet with visor and earmuffs (EN 397 & EN 1731) Stihl or equivalent	4
	Chainsaw files	4.0mm round files with handles - 6 per pack	10
	Chainsaw files	4.8mm round files with handles - 6 per pack	10
	Chainsaw filing kit	Combo chainsaw filing kit with 4.8 mm and 5.5 mm round files, flat file, 2 depth gauge tools, 2 filing guides, universal file handle, and storage pouch – suitable for 0.325" and 3/8" chains - Stihl or equivalent	4
	Chain to pull trees/cars	2-ton towing chain, 3m with hooks	1
	Ladder to climb trees	aluminium extension ladder 3 to 6m heavy duty	2
	First aid kit	SABS-approved first aid kit complies with South African Occupational Health and Safety (OHS) Regulation 3	3
	Spanner for chainsaw	Combination tool (scrench) for chainsaw bar/nut	4
	Chainsaw/brush cutter cleaner	Degreaser/cleaning solution for power tools, 5l	4
	Thin rope to hold load	8mm nylon rope, 20m	2
	Gloves	Goatskin gloves (pairs) size 10 *Municipality reserves the right to change size	100
	Hand slasher	Hand slasher with 350mm curved carbon steel blade and 1.2m hardwood handle, suitable for clearing grass and light brush	15
	Tummy belts for tractor drivers	Back/kidney support belt with Velcro fastener - one size fits all	4
Gardening Team			
	Two hatched clippers	Long-handled lopper Pruning Lopper 680 B	2
	Hedge Clippers	Hedge Shear (Lasher or equivalent)	4
	Secateurs	Bypass Secateur (Lasher or equivalent)	4
	Crow Bar	Striaight Crow Bar 25x1200 (Lasher or equivalent)	2
	Pick	Heavy Duty Garden Pick Mattock With 90cm Poly Fiber Handle	6
	Garden forks	FORK 3 PRONG HAY STEEL SHAFT - 1750MM STEEL SHAFT	2
	Hosepipes	20mm x 30m reinforced garden hose with fittings	2
	Handsaw	350mm pruning saw, curved blade. Handheld	4
	Ladder	5-in-1 aluminium multi-purpose ladder – 5.5 m max length, 3 x 2.4 m sections, adjustable in 280 mm increments, 115 kg safe working load, includes stabilizer bar	1
	Wheelbarrow	Steel tray, 85L capacity, solid rubber wheel	2
	Metal tools with wooden handles	3-piece garden hand tool set – includes carbon steel hand fork, trowel, and transplanter with short polypropylene handles	3
	Funnels	Plastic oil funnels, ≥15mm	6
Brush Cutting Team			
	Helmets	Brushcutter ear and visor protection unit – includes adjustable earmuffs and polycarbonate visor on ABS frame, no helmet included (EN166 for visors, EN352 for hearing protection) - Talon or equivalent	20
	Masks	Dust protection masks (FFP2) pack of 20	20
	Aprons	Brushcutter protective apron (green)	30
	Harness	Brushcutter double shoulder harness belt - Stihl or equivalent	20
	5-litre petrol containers	5l petrol container with spout	10
	Earplugs	Corded or disposable foam earplugs (box of 100)	3
	Nylon for brush cutter	Nylon Trimmer Line (Black) 3,3mm x 228m - Stihl or equivalent	40
	Brush Cutter head	Aluminium brush cutter head	10
	Brush Cutter head	Autocut 46-2 mowing head - Stihl or Equivalent	10
	Brush cutter blade	Grass knife 2-tooth (Husqvarna or equivalent)	20
	Brushes	brush with wooden handle	10
	Rags	Rags for cleaning (1kg bag)	1
	Pliers	Pliers Combination 200 mm	4
	Tool Box	Tool Set Cantilever 72 Piece - 5 Tray. Set Includes: 11 X Ring/Open End Spanners: 6;8;10;11;12;13;14;15;17;19;22mm - 14 X 1/2 Inch Socket (8 - 22 mm) - 1 X 1/2 Inch Drive Ratchet - 1 X 1/2 Inch Drive Universal Joint - 1 X 1/2 Inch Drive 75 mm Extension Bar - 4 X Screw Drivers - 1 X Bit Handle-31 X Bit Set-1 X 150 mm Combination Pliers-1 X 150 mm Long Nose Pliers-1 X 5 M Tape Measure-1 X 250 mm Adjustable Wrench-1 X Claw Hammer-1 X 250 mm-Water Pump Pliers-1 X Retractable Blade Knife-1 X Box Spare Blades	1
	Socket for Brush cutter	Socket Tool Combination Stihl or equivalent (16 - 19 & Flat)	20
	Rainguard Tarpaulin	Rainguard Tarpaulin - at minimum 3x4m	2