Invitation to Quote – 100002488

Umngeni Local Municipality
Suitable and capable service providers are invited to bid for the **Graphic design to create a logo that embodies its commitment to creativity and heritage**

The municipality reserves the right to:
- not award this bid;
- not award the cheapest proposal; and
- to cancel the bid.

Compulsory Briefing Session

The briefing session will be held as follows:	
Date:	**N/A**
Venue:	**N/A**
Time:	**N/A**
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 to the issue of these documents may be addressed to **Thembela Madondo**Tel. No. (033) 239 9289: e-mail thembela.madondo@umngeni.gov.za

The closing time for receipt of Tenders is **12h00.** Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE uMNGENI LOCAL MUNICIPALITY					
BID NUMBER:	100002488	**CLOSING DATE:**	05 FEBRUARY 2024	**CLOSING TIME:**	12H00
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SERVICE OF GRAPHIC DESIGNER TO CREATE A LOGO THAT EMBODIES ITS COMMITMENT TO CREATIVITY AND HERITATGE**				

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	OFFICE OF THE MM
CONTACT PERSON	T. MADONDO	CONTACT PERSON	A. MAKHAYE
TELEPHONE NUMBER	033 239 9289	TELEPHONE NUMBER	033 239 9229
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Thembela.Madondo@uMngeni.gov.za	E-MAIL.ADDRESS	Ayanda.Makhaye@uMngeni.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 **90 DAYS** FROM THE CLOSING DATE OF BID.

APPOINTMENT OF A SERVICE PROVIDER TO RENDER SERVICE OF GRAPHIC DESIGNER TO CREATE A LOGO THAT EMBODIES ITS COMMITMENT TO CREATIVITY AND HERITATGE

NO.	ITEM DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE FOR ITEMS
1.	GRAPHIC DESIGNER SERVICES FOR MUNICIPAL LOGO	1	Excl Vat	Excl Vat
2.	NB : PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE CLARITY			
			Sub-Total	Excl Vat
			VAT	
Grand Total (Bid Price in RSA Currency With All Applicable Taxes Included)				Incl Vat
AMOUNT IN WORDS				

Bidder's Signature: _____ Date: ___/___/_____

DECLARATION OF INTEREST

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

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[2]):.....

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. .....

.....

'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.

[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.

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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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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 allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/20 system) (To be completed by the tenderer)
Ownership Goals	10	5		
Empowerment Goals	4	2		
Reconstruction & Development Programme Goals	4	2		
Other Goals (Specify)	2	1		
Total Points Allocated to Specific Goals	20	10		

4.3 Ownership

Gender and youth ownership

Women ownership / men ownership (must be South Africa)

Specific Goal(s)	Weight	80|20 PP	90|10 PP	Source Document Verification
Ownership Categories :				
Gender Based Ownership %				
Women Ownership(*Must be South African)				
Women ownership - 100%	100%	10	5	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate
Women ownership - > 51%	50%	5	2,5	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate
Women ownership less than 51%	30%	3	1,5	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate
Youth Development : (Below 35 Years)				
Youth ownership - 100%	100%	10	5	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate
Youth ownership atleast 51%	80%	8	4	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate
Youth ownership less than 51%	40%	4	2	ID Copies : Directors |Co. Registration | CSD | Shareholders Certificate

4.4 Empowerment

#	Specific Goal(s)	Weight	80|20 PP	90|10 PP	Source Document Verification
	Sub-Contracting : Empowerment				
1	**Local Economic Develoment Sub-Contracting**				
	1. At least 30% of the value of the contract is sub-contracted to local SMME	100%	4	2	For accommodating 30% for Subcontracting in the BOQ
	2. for a maximum of 29% of the value of the contract is sub-contracted to local SMME	50%	2	1	For accommodating 30% for Subcontracting in the BOQ
	3. for 0% of the value of the contract is sub-contracted to local SMME	0%	0	0	For accommodating 30% for Subcontracting in the BOQ
	4. Enteprise at least 51% ownership by Military Veterans	50%	2	1	ID copies of directors, Company Registration documents with Shareholder's certificates; and Verified proof of service
	5. Enterprise 100% owned by Military Veterans	100%	4	2	ID copies of directors, Company Registration documents with Shareholder's certificates; and Verified proof of service
	6. Enterprise less than 51% ownership by Military Veterans	30%	1,2	0,6	ID copies of directors, Company Registration documents with Shareholder's certificates; and Verified proof of service
	7. People with Disablities Points for 100% ownership	100%	4	2	Confirmation from a qualified and authorized medical practitioner
	8. People with Disabilities at least 51% ownership	50%	2	1	Confirmation from a qualified and authorized medical practitioner
	9. People with disabilities Points, less than 51% ownership	30%	1,2	0,6	Confirmation from a qualified and authorized medical practitioner
	10.Points for 100% local employees	100%	4	2	Cipro Details confirming ownership, ID Copy, copy of CSD showing business address
	11.Points, at least 51% local employees	50%	2	1	Confirmation of the company's employee(s) ward and voting district as per the IEC (Independent Electoral Commission of South Africa)
	12.Points, less than 51% local employees	30%	1,2	0,6	Confirmation of the company's employee(s) ward and voting district as per the IEC (Independent Electoral Commission of South Africa)

Kindly note that suppliers can only be scored in one category even if you qualify for more than 1 category.

4.5. Reconstruction & Development Programme Goals Promotion of Local Business (s)

#	Specific Goal(s)	Weight	80|20 PP	90|10 PP	Source Document Verification
	Reconstruction and Development :				
1	**Promotion of Local Business(s)**				
	1. Enterprise Located within the Local Municipality	100%	4	2	Utilities : Directors or Co.| Affidavit | Existing Lease Agreement
	2. Enterprise Located within the District Municipality	50%	2	1	Utilities : Directors or Co.| Affidavit | Existing Lease Agreement
	2. Enterprise Located within the Province	25%	1	0,5	Utilities : Directors or Co.| Affidavit | Existing Lease Agreement

4.6 Other

Business owned by black people.

#	Specific Goal(s)	Weight	80|20 PP	90|10 PP	Source Document Verification
	Other Categories :				
1	***Specifiy Other Goals***				
	1. an EME or QSE which is at 25% - 50% owned by black people;	100%	2	1	*Sworn Affidavit - QSE/EME General and Bank Confirmation Letter*

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: .....

.....

.....

.....

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 *audi alteram partem* 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 bids[1] 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 consortium[3] 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.



TERMS OF REFERENCE

FOR PROCURING A SERVICE PROVIDER TO DESIGN A LOGO FOR THE UMNGENI MUNICIPALITY

1. BACKGROUND

The uMngeni Municipality is committed to becoming a beacon of excellence and efficiency by the year 3035. This vision includes the delivery of superior services, the fostering of safer community environments, and the promotion of sustainable socio-economic development. In alignment with this vision and recognizing its designation as a UNESCO City of Craft and Folk Art, the municipality seeks a reputable graphic designer to create a logo that embodies its commitment to creativity and heritage.

2. OVERALL PROJECT OBJECTIVE

- To design a logo that reflects the municipality's vision of excellence, efficiency, and socio-economic development.
- To incorporate elements of craft and folk art that are emblematic of the municipality's UNESCO designation.
- To ensure the logo aligns with the branding guidelines of the UNESCO Creative Cities Network (UCCN).

3. THE SCOPE OF WORK

- Develop a unique and creative logo that symbolizes the municipality's commitment to excellence and its UNESCO City of Craft and Folk Art status.
- Incorporate elements of craft and folk art that are relevant to the municipality's cultural heritage.
- Ensure that the logo adheres to the UCCN's branding guidelines and the municipality's overall branding strategy.
- Provide multiple design concepts and revisions based on stakeholder feedback.
- Deliver the final logo in various formats suitable for print, online, and other media.

4. DELIVERABLES

- Initial design concepts.
- Revised logo based on stakeholder feedback.
- Final logo design in vector format and other required formats.

5. TIME FRAME

The service provider is expected to complete the design within 2 weeks from the date of contract award.

6. BUDGET

Quotes should be inclusive of all design work and revisions.

7. REQUIRED SKILLS AND COMPETENCIES

- Proven experience in graphic design, particularly in creating logos.
- Portfolio of past work that includes municipal branding and cultural heritage themes.
- Understanding of the UCCN's mission and branding requirements.

8. EVALUATION CRITERIA

- Alignment with the municipality's vision of excellence and socio-economic development.
- Creativity and originality of the logo design, with a clear representation of craft and folk art elements.
- Adherence to the UCCN guidelines and municipal branding strategy.
- Cost-effectiveness and value for money.

9. SUBMISSION REQUIREMENTS

- A technical proposal detailing the approach and understanding of the task.
- A financial proposal with a detailed breakdown of costs.
- Proof of previous experience and portfolio.

10. REPORTING PROCEDURE

The service provider will report to LED unit and present to various council meetings.

11. TERMS AND CONDITIONS:

The selected service provider will sign a contract that outlines the terms of service, confidentiality, and intellectual property rights.

GUIDELINES ON THE USE OF
the UNESCO Creative Cities Network logo



THE UCCN LOGO

Three versions of the UCCN logo have been developed by UNESCO. They are:

a. The version with the text **"Creative Cities Network"**, reserved only for the use of UNESCO and the UCCN Secretariat

unesco
Creative Cities Network

FOR UNESCO AND THE UCCN SECRETARIAT ONLY

b. The version with the text **"Member of the Creative Cities Network"**, which is to be used by the UCCN member cities

unesco
Member of
the Creative Cities Network

c. The version with the text **"Members of the Creative Cities Network"**, which can be used by member cities for joint activities and events

unesco
Members of
the Creative Cities Network

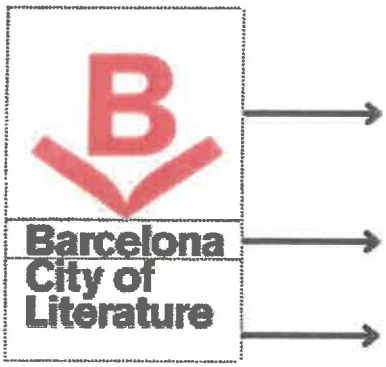
You will find attached the generic logo (versions b and c) for the member cities in vector format which allows all types of work in high definition.

Please kindly note that the generic logo shall be used **strictly as provided and shall not be modified in any way.** No element is to be added to, inserted in or removed from the high-definition logo file provided to you.

CITY VISUAL ELEMENT

Each member city of the Network also has its own visual element.

As shown in the example below, the visual element of your city can only include the following 3 elements. However, they can be placed freely as long as they form the same block.



1. A graphic element

2. The name of the city

3. The creative field of the city:
City of...(Crafts and Folk Art/Design/Film/ Gastronomy/Literature/Media Arts/Music)

With a view to reinforcing the Network's and its member cities' visibility and outreach, all member cities are kindly required to align with these rules by making necessary adjustment(s) in their city visual elements. For member cities that joined the Network in 2023, this city visual element, to be created by the new cities themselves, must be submitted in a vector format to the Secretariat of the UNESCO Creative Cities Network for validation via creativecities@unesco.org **by 16 February 2024.**

How to use the generic UCCN logo and the city visual element

In general, the guiding principle should be to create a layout that is practical and attractive, and in line with UNESCO graphical standards and rules.

1. The city visual element can be used along with the generic UCCN logo, provided that the following guidelines are respected:

- The new generic UCCN logo and the city visual element must be separated from each other and located on opposite sides of a document (for example, up left/up right or down left/down right).
- The logo and the visual element should be aligned and at the same horizontal level.
- The generic logo shall be placed on the right.

Please find below an example:



N.B.: If a third/other/additional logo(s) is/are also to be displayed, they must not be inserted between the city's visual element and the UCCN generic logo.

2. The city visual element and the generic UCCN logo can also be used side by side provided wherever it is practically possible and that the following guidelines are strictly respected notably the protection zone around the generic UCCN logo, such as for signatures and business cards:

- The city element should be placed on the left and the generic logo on the right.
- The protection zone equal to the height of the letter N in the acronym UNESCO (as minimum distance) should be respected in all cases.

Please find below an example.



3. In the case of joint activities and events organized by more than one Creative City, the version with the text "Members of the Creative Cities Network" of the generic UCCN logo should be used as line 1 on top, and cities' individual visual elements to be placed one after another as line 2 underneath.

Please find here below an example.



OTHER IMPORTANT ASPECTS

The use of the generic UCCN logo is only granted to the municipalities and the official departments and/or bodies designated by them to promote activities and partnerships which have a direct link with the implementation of the Networks' Mission Statement and objectives. Events and projects organizers authorized by UNESCO to use the UCCN logo, as indicated above, cannot authorize the use of the logo in any form whatsoever by third parties.

In cases when guidelines established by a National Commission for UNESCO are stricter than those of the UNESCO Secretariat, UCCN member cities should abide by the guidelines of the National Commission. In all other situations, the rules of the UNESCO Secretariat must be followed.

Communication materials bearing the generic UCCN logo that are produced by events and projects organizers must include the following disclaimer: "[name of organizer] is responsible for the choice and the presentation of the facts and opinions in this [document title], which are not necessarily those of UNESCO and do not commit the Organization".

The generic UCCN logo **must not be used for commercial purposes.** The sale of goods and services bearing this logo is considered to be commercial and is therefore not allowed.

CONTACT

If you have any questions regarding the use of the generic logo, please contact **logo@unesco.org** (Division for Communications and Public Engagement, formerly Division for Public Information), with a copy to **creativecities@unesco.org**.