



## PIKITUP JOHANNESBURG SOC LIMITED

### REQUEST FOR QUOTATION:

APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF  
CLEANING MATERIALS AND EQUIPMENT

(ANNEXURE A TERMS OF REFERENCE)

**BID NO: PIK 012/2017-18**

**BIDDER NAME:** .....

**BID AMOUNT:** .....

#### THIS DOCUMENT IS COMPILED FOR:

Pikitup Johannesburg SOC Ltd  
66 Jorissen Street,  
Braamfontein, JHB

#### **CONTACT DETAILS:**

**David Muhadi**

**E-MAIL:** [nomaswazilamola@pikitup.co.za](mailto:nomaswazilamola@pikitup.co.za)

#### QUOTATION BOX IS SITUATED AT:

Pikitup Johannesburg SOC Ltd  
66 Jorissen Street,  
Jorissen Place  
Tender Office  
Ground Floor  
East Wing  
Braamfontein, JHB

**Closing date: 01 September 2017**

**Closing time: 10:00am**

**Date Issued: 25 August 2017**

**Validity Period: 90 from closing date**

**Briefing session: Not applicable**

**APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF  
CLEANING MATERIALS AND EQUIPMENT**

**REFERENCE NO: PIK 012/2017-18**

**BIDDER'S COMPANY NAME:** \_\_\_\_\_

**BIDDER'S CONTACT PERSON:** \_\_\_\_\_

**BIDDER'S CONTACT NUMBER:** \_\_\_\_\_

**BIDDER'S EMAIL ADDRESS:** \_\_\_\_\_

**TOTAL BID AMOUNT:** \_\_\_\_\_

**CLOSING DATE:** **01 September 2017**

**CLOSING TIME:** **10:00AM**

---

**BRIEFING SESSION:** **Not Applicable**

---

**DOCUMENT ISSUED BY:**

PIKITUP JOHANNESBURG SOC LIMITED  
PIKITUP HEAD OFFICE (GROUND FLOOR)  
JORISSEN PLACE  
66 JORISSEN STREET  
BRAAMFONTEIN

**TEL:** +27 (0)87 357 1038

**E-MAIL:** *NOMASWAZILAMOLA@PIKITUP.CO.ZA*

**WEBSITE:** [WWW.PIKITUP.CO.ZA](http://WWW.PIKITUP.CO.ZA)

Quotations received will be evaluated firstly on pre-compliance evaluation, then on price and preference using the 80/20 point scoring basis. 80 points will be for Price and 20 points Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE Status level contribution in accordance with the table below:

- **MBD 4: Declaration of interest**
- **MBD 8: Declaration of bidders past supply management practices**
- **MBD 9: Certificate of Independent bid determination**

Failure to submit fully completed **MBD** forms with the quotation may result in your bid being rejected.

- **No quotation** will be considered from persons in the service of the state (**MBD4**).
- **As from the 7 December 2011**, all Service providers/contractors are required to submit valid, certified copies of their BEE certificate from an accredited BEE verification agency with their bid submission. Failure to submit will lead to forfeiture (loss) of the preference points.
- **In case of an Exempted Micro Enterprise (EME)** (turn over less than R 10m) a letter from a professional registered accountant/ auditor or a sworn affidavit is required in order to qualify for preference points. Failure to submit will lead to forfeiture (loss) of the preference points.

## SECTION 2

1. **The Lowest or any bid will not necessarily be accepted** and the **PIKITUP reserves the right not to consider any bid** not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition Pikitup also reserves the right to appoint more than one service provider/supplier as deemed necessary.
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidders.
3. Where deliveries are quoted "ex-stock" the period of **delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.**

Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. **Payments will be made thirty (30) days** after receipt of invoice by Pikitup.
5. Quotations received after the closing date and time will not be considered.
6. Samples of the required items or goods are available for your perusal (when applicable).
7. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
8. **Quotations must be valid for minimum of 60 days.**
9. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a "compliance status" on the National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.** National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).

## DECLARATION

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNEBURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNEBURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

**Signing of the quotation in the appropriate space, as well as the initialing of each page by the bidder mandatory.**

\_\_\_\_\_  
NAME OF PERSON

\_\_\_\_\_  
CAPACITY

\_\_\_\_\_  
DATE

# COMPULSORY RETURNABLE DOCUMENTS

**IMPORTANT PLEASE TAKE NOTE.** In order for Bids to be evaluated timeously, it is imperative that Bidders ensure that applicable document listed below has been submitted with this bid. Failure to submit the applicable documentation as indicated below will make it impossible to evaluate the bid the submitted. Bidders will then need to submit all the outstanding documentation for their bids to be evaluated. A further inconvenience of not providing all documentation with the bid submitted is that all outstanding documentation which will now need to be dropped at Pikitup Head office

## 1. PRE-COMPLIANCE CRITERIA

- a. Bidders may be eliminated for not submitting compulsory returnable documents as stated below.

**Table 4: Pre-compliance Schedule**

Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)
a) Valid Tax Clearance Certificate	
b1) <ul style="list-style-type: none"> <li>• Original or copy of Municipal Statement of the <b>Bidder</b> (bidding company) must be recent and account must not be in arrears for more than ninety (90) days; or</li> <li>• Statement from landlord stating that the <b>Bidder</b> (bidding company) indicating that rates and taxes are included in the rent and indicate that the account is not in arrears for more than ninety (90) days; or</li> <li>• Letter from the landlord stating that the <b>Bidder</b> (bidding company) indicating that rates and taxes are included in the rent, and has no disputed account/s and is not in arrears for more than 90 days</li> </ul>	
<b>And in addition to the above, the following are also required</b>	
b2) <ul style="list-style-type: none"> <li>• Original or copy of Municipal Statement for <b><u>ALL the South African based owners / members / directors / major shareholders of the bidding company</u></b>, statement must be</li> </ul>	

Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)
<p>recent and account must not be in arrears for more than ninety (90) days; or</p> <ul style="list-style-type: none"> <li>• Statement from landlord stating that the <b><u>owners / members / directors / major shareholders</u></b> of the bidding company, indicating that rates and taxes are included in the rent and indicate that the account is not in arrears for more than ninety (90) days; or</li> <li>• Letter from the landlord stating that the <b><u>owners / members / directors / major shareholders</u></b> of the bidding company, indicating that rates and taxes are included in the rent and has no disputed account/s and is not in arrears for more than 90 days</li> </ul> <p>NOTE: All above letters or landlord statements or municipal account statements must be recent, must be dated, and may not be older than 3 months from date of bid submission. Landlord letters must be signed by the landlord. Landlord statements must be on the landlord letterhead and/or signed by the landlord. Municipal Account Statements must be on the relevant Municipal letter head or statement account format. <b>Municipal account address must be identical to the address listed on the CIPC certificate (CK certificate).</b></p>	
<p>c) Duly signed and completed MBD forms (MBD 1, 4, 8 and 9)</p> <p><b><i>The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member of the company, and official letter of authorization or delegation of authority should be submitted with the bid document.</i></b></p>	

**MBD1**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PIKITUP (SOC) LTD**

**BID NUMBER: PIK 012/2017-18**

**CLOSING DATE: 01 September 2017**

**CLOSING TIMES: 10:00.am**

**APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENT**

THE BID MUST DEPOSITED IN THE BID BOX SITUATED AT PIKITUP (SOC) Ltd, Tender Office, JORISSEN PLACE, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000

The bid box is available only on weekdays during office hours between (8:00 and 16:30) at the Reception at the above address.

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

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

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

NAME OF BIDDER .....

POSTAL ADDRESS.....

PHYSICAL/STREET ADDRESS.....

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

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE.....

NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

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

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES / NO

**IF YES, WHO WAS THE CERTIFICATE ISSUED BY?**

- AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

- A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

- A REGISTERED AUDITOR

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? YES / NO (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER..... DATE.....

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

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED.....

---

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality / Municipal Entity:** Pikitup (SOC) Ltd

**Department:** Supply Chain Management

**Tel:** 087 357 1038

---



## **RETURN OF BIDS**

This bid closes on 01 September 2017 at **10H00**

Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.

No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

**Bidding documents must be completed properly in permanent black ink pen.**

## **VALIDITY PERIOD**

Your bid submission must remain valid for a period of 90 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

## **INFORMATION MEETING**

**None.**

## **ADJUDICATION OF BIDS**

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of a supply chain management policy developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003 and the PPPFA. Enquiries in respect of the policy should be addressed to the Head of PIKITUP's Supply Chain Management -

## **CONTRACT**

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award the contract may include other relevant terms and conditions.

**ADMINISTRATIVE JUSTICE**

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

**INTERNAL APPEAL PROCESS**

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors (“the Board”) or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

**DECLARATION BY BIDDER:**

WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE BIDDING DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BIDDING DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

WITNESSES:

- 1. ....
- 2. ....

-----  
**AUTHORISED SIGNATURE**

CAPACITY OF SIGNATORY: .....

DATE: .....

ADDRESS:.....

.....

.....

**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 favoritism, 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**

**MBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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**



## MBD 9

### 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:

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

\_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.
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

**MBD 6.1**

**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.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of 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:

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

**(Tick applicable box)**

YES		NO	
-----	--	----	--

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

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
---	-----------------	-----------------

- 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

**OR**

- 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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....



# ANNEXURE A

## TERMS OF REFERENCE

### **APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENT**

- i. Supplier(s) (must quote on all products, if there are any price omissions, the RFQ will not be considered.
- ii. Supplier(s) must submit Material Safety Data Sheet (MSDS) for all items that contain chemicals.
- iii. Products offered should not contain substances which are harmful to the environment (e.g. Chlorofluorocarbon)
- iv. All products must be in accordance with SANS, SABS, ISO or other related industry standards, where applicable
- v. Supplier(s) are encouraged to provide product containers and packaging that is recyclable
- vi. Preference will be given to proudly South African and or locally produced products
- vii. Damaged / inferior quality products must be exchanged within seven working days.
- viii. The supplier(s) that is / are shortlisted will be required to submit samples at no cost to Pikitup.

Material No.	Description	Measure	Unit Price R	Quantity to be ordered	Total price
101525	DISHWASHING LIQUID 750ML, PLASTIC CONTAINER WITH "PUSH-PULL" OR "FLIP TOP" CAP (SUNLIGHT OR EQUIVALENT)	BT		300	
101530	DISINFECTANT PINE GEL 5 LITRE, PLASTIC CONTAINER WITH SEALABLE LID	EA		400	
102123	MULTI INSECT INSECTICIDE, ODOURLESS AEROSOL SPRAY CANISTER 300 ML	CAN		400	
102223	BLEACH 3-LITRE, WITH PASTIC SCREW CAP CONTAINER (JIK OR EQUIVALENT). LIQUID BLEACH. INGRIDIENTS: SODIUM HYPOCHLORITE, SODIUM HYPDROXIDE. PHYSICAL AND CHEMICAL PROPERTIES: APPEARANCE = LIQUID, COLOUR = CLEAR, ODOUR = CHLORINE, EUCALYPTUS, FLORAL, pH = 12.5 - 13.5, SOLUBILITY (WATER) = HIGH, DENSITY = 1.01 - 1.11	EA		315	
102786	PAPER TOILET ROLL (48-PACK)• SINGLE PLY, 500 SHEETS PER ROLL, SHEET SIZE 110MM X 100MM; ROLL DIAMETER APPROXIMATELY 39-40MM; BASIC WEIGHT 20GSM; SATMA COMPLIANT TOILET PAPER, SABS 648: 1980 COMPLIANT; MADE FROM 100% RECYCLABLE WASTE PAPER (VIRGIN PAPER); 48 ROLLS PER BALE (NAMPAK0174 OR EQUIVALENT)	PAC		600	
103500	SOAP BAR 500G (SUNLIGHT OR EQUIVALENT), PACKAGED 2 X 250G. FOR LAUNDRY, KITCHEN OR PERSONAL USE	EA		18000	
103784	TOWEL PAPER TIDY, 1 PLY, 210MM X 360M, PACK OF 4 (NAMPAK 0325 OR EQUIVALENT)	PAC		30	
106713	FURNITURE POLISH AEROSOL SPRAY CANISTER 300ML (MR MIN OR EQUIVALENT)	EA		300	
106714	AIR FRESHENER AEROSOL SPRAY CANISTER 300ML	EA		300	
106716	DIP DISINFECTANT, CLEANSER AND DEODORISER, 5 LITRE SCREW CAP CONTAINER. DILUTE 1:20. FOR THE USE ON DRAINS, TOILETS, REFUSE AREAS.	EA		500	
106718	LIQUID FLOOR POLISH 5 LITRE, NON SLIP HIGH SHINE POLYMER POLISH, IN SEALABLE CONTAINER	EA		300	
106721	URINAL DEO BLOCKS, WHEEL OR BALL SHAPE (500 GRAMS). TO BE PACKAGED IN A BUCKET WITH LID TO AVOID EVAPORATION	EA		28	

106822	SANITARY BRUSH POLY BRISTLE BRUSH WITH PLASTIC HANDLE AND BRUSH HOLDER	EA		50	
106825	SQUARE MOUTH SHOVEL WOOD SHAFT, METAL HILT, TOTAL LENGTH 950MM, WIDTH 230MM	EA		60	
106827	SQUARE MOUTH SPADE, 700MM WOOD OR STEEL SHAFT, METAL HILT, TOTAL LENGTH 950MM	EA		60	
106829	PICK HEAD, CHISEL AND DIAMOND, 3.0 KG	EA		10	
106830	HANDLE FOR PICK HEADS 1 KG	EA		10	
106831	DOMESTIC BROOMS, COMMERCIAL GRADE PLASTIC OR SMOOTHLY SANDED HARDWOOD HANDLE, APPROXIMATE DIMENSIONS 1200MM HANDLE X 300MM BASE X 70MM BRISSELS	EA		100	
106833	PAVEMENT BROOM, POLYBASS STIFF POLYPROPYLENE BRISTLES 120MM, 380MM BASE, COMMERCIAL GRADE SMOOTHLY SANDED HARDWOOD LONG HANDLE 1200MM, (PBS015) MUST BE ABLE TO SWEEP AGAINST A PAVEMENT CURB	EA		2000	
106836	ALUMINIUM LITTER PICKERS , ANGLED TOP AND MOULEDED GRIP, 920MM LONG	EA		2000	
106841	HEAVY DUTY METAL RAKES WITH METAL SHAFT, LENGTH 1350MM, WIDTH 350MM, DEPTH 75MM	EA		350	
106842	PLASTIC RAKE, WIDTH 450MM TO 550MM, CLOSELY SPACE TIGHTLY CURVED TINES 20 POLY TINES, COMMERCIAL GRADE SMOOTHLY SANDED HARDWOOD HANDLE 1400MM. MAIN PLASTIC BODY TO BE SOLID (NO CUTOUTS)	EA		3000	
106844	DOMESTIC MOP 1200MM COMMERCIAL GRADE HARDWOOD SMOOTHLY SANDED HANDLE, GALVANIZED STEEL WING NUT MOP CLAMP, NUMBER 24 COTTON MOP HEAD, 250MM COTTON STRINGS	EA		150	
106844	DOMESTIC MOP 1200MM COMMERCIAL GRADE HARDWOOD SMOOTHLY SANDED HANDLE, GALVANIZED STEEL WING NUT MOP CLAMP, NUMBER 24 COTTON MOP HEAD, 250MM COTTON STRINGS	EA		50	
107096	GENERAL HARD SURFACE CLEANER AND DEGREASER 25 LITRE	EA		20	

109679	CLEANER AMMONIATED 5LT (HANDY ANDY/EQUIVALENT). HARD SURFACE CLEANER. INGREDIENTS: SODIUM BICARBONATE, AMMONIA. PHYSICAL AND CHEMICAL PROPERTIES. APPEARANCE = LIQUID, COLOUR = WHITE, %A.D = 5.2 TYPICAL, PH (AS IS) = 10.4 TYPICAL. CHEMICALS: STATE = LIQUID, FEARTURES = AMMONIA BASED	EA		400	
	<b>TOTAL</b>				