



**PIKITUP JOHANNESBURG SOC LIMITED**

**REQUEST FOR QUOTATION:  
 BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO SUPPLY  
 OPERATIONS AND MAINTANANCE OF PLANT AND EQUIPMENT AT  
 THE PANORAMA , BALLYCLARE, WOODMEAD, VICTORY PARK,  
 MELROSE AND FAIRLANDS GARDEN SITES, (INCLUSIVE OF FUEL  
 AND OPERATING STAFF) FOR PIKITUP JOHANNESBURG SOC  
 LIMITED OVER THE PERIOD OF 4 MONTHS**

**BID NO: PIK 044/2017**

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

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

**THIS DOCUMENT IS COMPILED FOR:**

Pikitup Johannesburg SOC Ltd  
 66 Jorissen Street,  
 Braamfontein, JHB

CONTACT DETAILS:  
 Name: Nomaswazi Lamola  
 E-mail: [Nomaswazilamola@pikutup.co.za](mailto:Nomaswazilamola@pikutup.co.za)

**QUOTATION BOX:**

**All Quotes must be placed in the designated Quotation Box which is located at the following address:**

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

**Closing date: 20 October 2017  
 Closing time: 10:00am  
 Validity Period: 90 days after  
 Briefing session: Not applicable**

**BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO SUPPLY OPERATIONS AND MAINTANANCE OF PLANT AND EQUIPMENT AT THE PANORAMA , BALLYCLARE, WOODMEAD, VICTORY PARK, MELROSE AND FAIRLANDS GARDEN SITES, (INCLUSIVE OF FUEL AND OPERATING STAFF) FOR PIKITUP JOHANNESBURG SOC LIMITED OVER THE PERIOD OF 4 MONTHS**

**(TERMS OF REFERENCE IS ATTACHED AS ANNEXURE "A")**

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

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

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

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

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

**CLOSING DATE:** **20 October 2017**

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

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

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**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

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

All quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation, and thereafter 80/20 point scoring basis. The 80 points will be for Price and 20 points are for 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 a fully compiled **MBD** forms quotation will 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, award the bid to one or more than one bidder(s), and / or negotiate the bid price offered, and / or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid. Pikitup further retain the right to conduct due diligence on any bidder, and / or any of their sub-contractors or sub-service providers; and inspect, approve / reject products and / or staff deployed.
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.**
4. 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.
5. **Payments will be made thirty (30) days** after receipt of invoice by Council.

6. Quotations received after the closing date and time will not be considered.
7. Samples of the required items or goods are available for your perusal (when applicable.)
8. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
9. **Quotations must be valid for minimum of 90 days.**
10. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered 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, .....  
 (Name and Surname), being the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons’ BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

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

**Signing of the quotation in the appropriate space, as well as the initialing of each page by the bidder is 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	
<p>b1)</p> <ul style="list-style-type: none"> <li>• Original or copy of Municipal Statement of the <b><u>Bidder</u></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><u>Bidder</u></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><u>Bidder</u></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> <p><b>In addition to the above, the following are also required</b></p> <p>b2)</p> <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</li> </ul>	

Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)
<p>be 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.</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>	
<p>d) Valid Original and certified copy of BBBEE Certificate</p>	

MBD1

INVITATION TO BID

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

**BID NUMBER : PIK044/2017**  
**CLOSING DATE : 20 October 2017**  
**CLOSING TIMES : 10:00.Am**

**BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO SUPPLY OPERATIONS AND MAINTANANCE OF PLANT AND EQUIPMENT AT THE PANORAMA , BALLYCLARE, WOODMEAD, VICTORY PARK, MELROSE AND FAIRLANDS GARDEN SITES, (INCLUSIVE OF FUEL AND OPERATING STAFF) FOR PIKITUP JOHANNESBURG SOC LIMITED OVER THE PERIOD OF 4 MONTHS**

THE BID MUST DEPOSITED IN THE QUOTATION BOX SITUATED AT PIKITUP (SOC) LTD, 66 JORISSEN STREET, JORISSEN PLACE, GROUND FLOOR, EAST WING, TENDER OFFICE, BRAAMFONTEIN, JOHANNESBURG, 2000

The bid box is available on weekdays during office hours between (8:30 and 16:00) 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 (PPFA) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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 .....

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.....

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

Municipality / Municipal Entity: Pikitup Johannesburg (SOC) Ltd  
Department: Supply Chain Management  
Contact Person: Nomaswazi Lamola  
E-mail: Nomaswazilamola@pikitup.co.za  
Tel: 087 357 1038

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**RETURN OF BIDS**

This bid closes on **20 October 2017 at 10:00am**

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.

## **BRIEFING / 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. ....

<p>----- AUTHORISED SIGNATURE</p>
---------------------------------------

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 favoritisms, 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:

.....  
.....



**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:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

## 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.**

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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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<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.



**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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 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		NO	
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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 least 51% owned</b>	<b>EME</b>	<b>QSE</b>
--	------------	------------

<b>by:</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		
<b>OR</b>		
Any EME		
Any QSE		

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

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

8.2 VAT registration number: .....

8.3 Company registration number: .....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number: .....

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status

level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have

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- (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**



**TERMS OF REFERENCE - BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO SUPPLY OPERATIONS AND MAINTANANCE OF PLANT AND EQUIPMENT AT THE PANORAMA, BALLYCLARE, VICTORY PARK, WOODMEAD, MELROSE, AND FAIRLANDS GARDEN SITES, (INCLUSIVE OF FUEL AND OPERATING STAFF) FOR PIKITUP JOHANNESBURG SOC LIMITED OVER THE PERIOD OF 4 MONTHS**

**1. PURPOSE OF TENDER**

**1.1 The purpose of this tender is to:**

- 1.1.1 Appoint a service provider to supply, operate and maintain plant and equipment at designated garden sites (inclusive of fuel and operating staff) for Pikitup for a period of 4 months. The plant, machinery and equipment will allow Pikitup to deliver integrated waste management services at the **Panorama, Ballyclare, Victory Park, Melrose, Woodmead and Fairlands** garden sites.
- 1.1.3 The Service Provider shall be required to provide for the supply, maintenance, staffing and operation of the Equipment at all relevant Pikitup sites. This shall include the provision of all personnel required for the operation of the plant and equipment, fuel and disposables required to operate, repair and maintain the plant and equipment. All personnel operating the machinery, equipment and plant must legally be allowed to be employed in South Africa.
- 1.1.5 The anticipated contract will commence on acceptance of award of tender and will expire 4 months thereafter.
- 1.1.6 Pikitup reserves the right to award or not to award or appoint more than one service provider, in line with the provisions of its Supply Chain Management Policy.
- 1.1.7 In an event of poor performance Pikitup reserves the right to source outside the contract on an ad hoc basis, where necessary.
- 1.1.8 In an event of emergency or urgency Pikitup reserves the right to source outside the contract on an ad hoc basis, where necessary.

**2. PROVISION AND MAINTENANCE OF PLANT, EQUIPMENT, PERSONNEL AND FUEL**

- 2.1 The service provider shall provide the optimal plant mix in line with Pikitup Pricing Schedule, which will be able to service specific Pikitup sites and business operations in line with site permits, regulatory provisions and standard operating procedures where applicable.
- 2.2 The Service provider will provide plant, machinery and equipment in line with the contract provisions for the 4 months contract period.

**3. SUPERVISION OF CONTRACTED SERVICES**

The service provider, with guidance from the designated Pikitup Official, shall supervise all plant activities or work at the sites by providing the adequate on-site personnel, and the Service provider's scope of work will include, but will not be limited to the following: Shredding of green waste at the designated garden site hubs by means of front end loader(s) and shredder(s). Chipping of green waste at designated garden sites by means of wood chippers.

#### **4. OCCUPATIONAL HEALTH AND SAFETY PLAN**

The service provider shall have a safety plan for his operation at the garden sites and shall ensure that the safety plan complies with the OHS Act. The service provider shall submit the Safety Plan to Pikitup as part of bid submission.

The service provider shall ensure that workers deployed to Pikitup have received health and safety training relevant to the work they are going to perform at Pikitup including use of basic hand tools training.

The service provider shall keep record of all relevant training provided to their operators. Pikitup reserves the right to inspect training records of the service provider's staff deployed to Pikitup. The service provider shall submit a safety file in accordance with the latest Occupational Health and Safety Act that can be updated regularly, which must include but not limited to training records and risk assessments etc.

#### **5. SECURITY PLAN FOR ASSET PROTECTION**

The Service provider shall have a security plan for the protection its assets on Pikitup facilities and shall ensure that its employees comply with Pikitup's security site rules. The Service provider shall submit the Security Plan to Pikitup as part of the Bid submission Pikitup shall not be liable for any losses incurred by the Service provider.

#### **6. INFORMATION**

The following information is provided to assist the bidders.

- The pricing schedule illustrates anticipated plant and or equipment that may be required by Pikitup from time to time.
- Operating requirements may vary over weekends and plant may not be utilized over weekends at the various Pikitup facilities or during off peak periods or low season, unless authorised in writing by the designated Pikitup official(s). National Treasury proof of Central Supplier Database (CSD) registration (Bidders are requested to register and provide proof of registration with CSD established by National Treasury. For more information visit <https://secure.csd.gov.za>)

#### **7. SCHEDULE OF QUANTITIES AND PRICING (ATTACHED)**

Rates for the 4 month period must be fixed and firm for the duration of the anticipated 4 month contract. The pricing schedule allocates for rates throughout the entire period.

## 8. PRICING

- a) The bid prices must be fully inclusive of all fuels, operator, maintenance, spares etc. that may be incurred by the service provider for the period of the anticipated contract, and there must be no extra cost to Pikitup whatsoever.
- b) Any form of levy or charge such as VAT, customs duty, excise duty and import surcharge and any fuel levies must be included in the bid/tender price(s).
- c) Bidders are required to quote prices as per pricing schedule.
- d) Pikitup reserve the right to negotiate the price offered before the award of bid.

## 9. REQUIREMENTS

- a) The service provider will be required to provide equipment with drivers / operators as well as fuel. Refer to **Pricing Schedule**
- b) The Operations are to be performed in accordance with Pikitup's Standard Operating Procedures, copies of which may be obtained from the Operations Department.

The plant and equipment provided should be in a good working order and should ensure that such plant will perform to operational expectations and requirements.

All plant and equipment the service provider intends utilizing for this contract, may be owned or leased or rented by the service provider.

## 10. TIME MANAGEMENT

All plant and equipment must be supplied and operational at the stipulated starting time by a designated Pikitup Official. Failure to provide the plant and equipment at the required starting time, will result in the service provider receiving a penalty.

Payment to the service provider shall be done in accordance with the services rendered and as per the mutually agreed final Pricing Schedule.

### **The Bidder is requested to tender as follows:**

- Business / Weekday rate: the rate applicable per hour for work done on working business days (per day for an 8 hour day)
- Saturday rate: the rate applicable per hour for work done on Saturdays. (per day for an 8 hour day)

- Sunday / Public holiday rates: the rate applicable per hour for work done on Sundays or public holidays. (per day for an 8 hour day)
- a) The service provider shall provide Pikitup with signed daily time sheets that shall include the following information:
- Service provider Name
  - Driver/Operator Name
  - Date / start time / end time
  - Vehicle registration Number/ Equipment Serial Number
  - Vehicle/Equipment Description
  - Hours worked Stoppages (if any) and reasons thereof
  - Tonnages processed and / or shredded
  - Signature of Driver / Operator
  - Signature of Pikitup Site Manager
- b) Failure to accurately record and submit the above timeously will render the time sheet and related invoice invalid.
- c) All timesheets shall be clearly signed (with the names in print) by Pikitup's Official in charge and by the Manager as well as by an authorized representative from the service provider.
- d) Pikitup shall be charged on the basis of such daily time sheets, when signed and confirmed by the Pikitup Depot Manager or his designate.
- e) In the event where the service provider or his authorized representative refuse to sign the daily time sheets and to accept the figures appearing thereon because of reasons of penalties or short time appearing in the time sheets: the following procedure must be followed. The Regional Manager must notify the Pikitup representative or his designate the reason thereof and make out a "Penalty" form in triplicate giving the full details of the incident. The Regional Manager must retain one copy and hand one to the Service provider and send the original to the Pikitup representative. The Manager must also clearly state the reason for the short time on the time sheet. The Service provider must give an explanation to the satisfaction of the Pikitup representative or his designate as to why the penalties should be waived within 5 working days of such notification failing which penalties in terms of the relevant penalty clause as stated elsewhere.

## **11. NATURE OF OPERATION**

- a) The Service provider will be required to handle garden refuse from various locations throughout the City of Johannesburg.
- b) Pikitup and the Service provider will agree on the expected productivity levels before commencement of the work.
- c) In order to achieve optimum efficiency a high degree of co-ordination between Pikitup and Service provider must be maintained at all times.

## **12. BREAKDOWNS**

Should any plant and equipment break down or become defective so as to be unable to perform the tasks required thus causing delays to Pikitup's operations, such plant and equipment shall be replaced within two hours.

The Service provider will only be paid for the actual operational time worked.

## **13. COMPLIANCE WITH LEGISLATION AND SPECIFICATION**

- a) The Service provider shall comply with the City's by-laws and any other Laws, Regulations or Ordinances and shall give all notices and pay all fees required by the provisions of such by-laws and regulations to the City and other authorities specified therein.
- b) The Service provider shall comply with all the Requirements prescribed in the specifications.
- c) The Service provider shall at all times during the contract, at the Service provider's own expense ensure that all vehicles and personnel used for the purpose of the contract comply in all respects with the safety and other requirements of the Machinery and the Occupational Health and Safety Act No. 85 of 1993 and the regulations applicable thereunder as amended.
- d) All abnormal load permits must be obtained and kept up to date by the Service provider and be made available for inspection on request.
- e) The Service provider shall at the Service provider's expense provide adequate protective clothing for its staff and protection to machinery, as deemed a requirement by Pikitup's General Manager: SHE for the duration of the contract
- f) Specifications for Shredders, Front End Loaders and Wood chippers

<b>Stationary Shredder x2 (i.e. One unit per site)</b>	
Output of shredded material	Minimum capacity of 40 tons per hour (bidder to supply machine specification)
Operating time	8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)
Maintenance	Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months

<b>Front End Loader x 2 (i.e. One unit per site)</b>	
Loading System	Front end loading
Bucket dumping angle at fully raised	45°
Bucket size	Minimum of 2m <sup>3</sup>
Operating time	8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)
Maintenance	Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months

<b>Chippers x 4 (i.e. One unit per site)</b>	
Wood chipper	160hp
Operating time	8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)
Maintenance	Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months

## 14. PENALTIES

Notwithstanding Clause 22 of the General Conditions of Purchase and Conditions of Tender, the Pikitup responsible Official or his nominated representative may, at his discretion impose the following penalties in Terms of the Conventional Penalties Act No. 15 of 1962.

**If the Service Provider fails to deliver the service as stipulated, then PIKITUP shall at its discretion deduct the penalty in the amount detailed below and, in addition claim any damages suffered because of the breach, detailed in the table below.**

**Table 3: Penalties**

Item	Description	Penalty
1	Failure to start operating on time if it is proven that it is negligence of the service provider.	1.5 x the daily rate
2	Failure to adhere to Pikitup's Health and Safety Requirements rules and regulations.	2 times the daily rate
3	Workers working without safety clothing/equipment.	2 times the daily rate
4	Failure to keep records	2 times the daily rate
5	Stopping of operations due to suppliers negligence	2 times the daily rate
6	Failure to replace broken down equipment within 12 hours for shredders and two hours for rest of the plant	2 times the daily rate
7	Failure to clear off garden sites as allocated by Pikitup	2 times the daily rate

The service provider shall ensure that the minimal plant and equipment requirements be available from date of award is as follows:

- 2 (one per site) x Shredders (as per Pricing Schedule – Stationary Shredders)
- 2 (one per site) x Front End Loaders
- 4 (one per site) x Wood Chippers

Garden sites where equipment will be required:

<b>GARDEN SITE</b>	<b>EQUIPMENT</b>
Ballyclare	1 x shredder and 1 x FEL
Woodmead	1 x wood chipper
Melrose	1 x wood chipper
Victory Park	1 x wood chipper
Fairlands	1 x wood chipper
Panorama	1 x shredder and 1 x FEL

## **15. EVALUATION CRITERIA**

- a) Pikitup will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). The Bid Evaluation Committee will evaluate the RFQ/BID in accordance with the criteria below and make recommendations to the BAC. Site Visits might be undertaken as part of the evaluation and due diligence process to confirm the equipment and infrastructure that supports the respective bids.
- b) Bidders will be evaluated on the information as contained in their submissions, and this may further be supplemented clarification information as may be requested from the bidders.
- c) Evaluations will as far as possible be based on evaluation templates and must be in line with the evaluation criteria as established by the bid specification committee. The criteria set out in the document shall be applicable and may not be altered after the submissions have been opened.
- d) Submissions will be adjudicated and the anticipated contract awarded in accordance with the SCM regulations, MFMA, other applicable legislation.
- e) The evaluation of bids shall be based on pre-compliance, thereafter functionality, and lastly price and preference points in accordance with Revised Preferential Procurement Regulations of 2017 issued by National Treasury on the evaluation of bids.



- f) The assessment of functionality shall be done in terms of the evaluation criteria and the minimum threshold stipulated in the bid advert. Only those bidders that meet the minimum threshold shall be considered for the subsequent stages of the evaluation process and all bidders who did not meet the minimum threshold shall not be considered for further evaluation.

A bid that scored less than 60 points out of 100 allocated for functionality shall be regarded as non-responsive.

## 16. PRE-COMPLIANCE CRITERIA

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. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.	
b) In addition to the a above, the bidder must also provide proof of National Treasury's Central Supplier Database (CSD) registration (i.e. Copy of registration)	
c1) Confirmation that the bidding company's rates and taxes are up to date: <ul style="list-style-type: none"> <li>• Original or copy of Municipal Account Statement of the <b>Bidder</b> (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days;</li> <li>or</li> <li>• Letter or Statement or Affidavit from landlord confirming that the <b>Bidder</b> (bidding company) has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</li> </ul>	
c2) In addition to the above, confirmation that all the bidding company's <b>owners / members / directors / major shareholders</b> rates and taxes are up to date:	

Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)
<ul style="list-style-type: none"> <li>• Original or copy of Municipal Account Statement of all the South African based <b><u>owners / members / directors / major shareholders</u></b> not older than 3 months and the account/s may not be in arrears for more than ninety (90) days;</li> <p>or</p> <li>• Letter or Statement or Affidavit (correspondence should be dated and not older than 3 months) for all the South African based <b><u>owners / members / directors / major shareholders</u></b> from their respective landlord/s confirming that the <b><u>owners / members / directors / major shareholders of the bidding company</u></b> has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</li> </ul>	
<p>d) 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>	
<p>e) Certified copy of proof for the third party liability insurance indemnity of at least R 5 million</p>	
<p>f) 2 x Certified Machine Operators for shredders as well as for FEL's</p> <p>g) 4 x Certified Machine Operators for Wood Chippers</p> <p>Bidders must submit the competency certificates for the Operators of the machines (i.e. shredders, wood chippers and FELs)</p>	
<p>h) Joint Ventures (JV) – ( If applicable)</p> <ul style="list-style-type: none"> <li>• Where the bidder bid as a Joint Ventures (JV), the required documents as per (a) to (d) above must be provided for all JV parties.</li> <li>• In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</li> </ul> <p>Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup.</p>	

*Important Note: No bid of any party who is currently being investigated or who is contesting any matter related to bid rigging, any form of (price) collusion or the like, will be considered. The awarding of this bid/tender is pivotal to Pikitup's delivery of municipal services, is directly related to compliant environmental management and the conditions of Pikitup's landfill licenses and if, for whatsoever reason, should it be interrupted or delayed will result in significant cost effects, environmental degradation and negatively affect the health and well-being of the greater Johannesburg community and our workforce, people who we are intended to serve, not harm.*

**17. TABLE OF OTHER RETURNABLE DOCUMENTS TO BE USED IN THE EVALUATION PROCESS:**

**Table 5: Other Returnable Documentation**

<b>Other Returnable Documentation</b>	<b>Submitted (YES or NO)</b>
a) Proof of Company Registration	
b) Proof of registration with Central Supplier Database established by National Treasury	
c) Certified Copies of ID Documents of all owners/members/shareholders/directors	
d) Original or certified copy of BBEE Scorecard or Affidavit	
e) Company Profile	
f) CV of technical supervisor indicating previous experience of similar nature	
g) Copies of operators certificates	
h) Reference letters from contactable references	
i) Letter of Good Standing – Workman's Compensation (COID)	
j) Implementation plan	
k) Schedule of Plant and Equipment available immediately as well as a schedule of Plant and Equipment available within one week from date of award.	
l) All other MBD Forms attached on the tender document	
m) Health and Safety Plan proposed for this project	

## 18. FUNCTIONALITY CRITERIA

The following criteria will be applicable and the maximum weights of each criterion will be as indicated in the document.

**Table 6: Functionality Criteria**

CRITERION	CRITERION DETAILS	WEIGHTING	SCORE
<b>TECHNICAL CAPABILITY</b>	<b>Experience of the key personnel = (15)</b>		
	Experience of the Technical Supervisor to be provided in CV format (Individual to ensure that all plant and machinery is technically sound and fully operational at all times) <input type="checkbox"/> Below 1 year experience in projects of similar nature = 0 <input type="checkbox"/> More than 1 but less than 2 years experience in projects of similar nature = 1 <input type="checkbox"/> More than 2 but less than 5 years experience in projects of similar nature = 3 <input type="checkbox"/> Above 5 years experience in projects of similar nature = 5	15	Rating 0-5
<b>HEALTH AND SAFETY PLAN</b>	<b>Health and Safety Plan = (15)</b>		
	Health and Safety Plans Bidder to provide a Health and Safety plan with their bid submission which must be thorough, relevant and practical for delivery on this scope of work • Inadequate or no submission provided = 0 • The H&S plan is very clear. It offers a thorough approach to delivery in terms of the reference, and is defined with a project scope = 5	15	Rating 0-5
<b>References</b>	<b>Contactable references = (15)</b>		
	<ul style="list-style-type: none"> <li>• 0 acceptable references = 0</li> <li>• 1 acceptable references = 3</li> <li>• 2 acceptable references = 4</li> <li>• 3 or more acceptable references = 5</li> </ul> Note: All references must be signed, with contactable details, on official company letterheads	15	Rating 0-5
<b>EQUIPMENT</b>	<b>Proof of current stock of plant/equipment (that will be available at the time of award) in line with the minimum priority requirements (i.e. 2 x Shredders, 2 x Front End Loaders, 4 x Wood Chippers) = (30):</b>		
	<input type="checkbox"/> No proof or less than 25% (less than 2 of the required 8 equipment items) evidence of required equipment provided = 0	30	Rating 0-5

	<input type="checkbox"/> 26% to 50% (3 to 4 of the required 8 equipment items) partial evidence of required equipment provided = 1 <input type="checkbox"/> 51% to 99% (5 to 7 of the required 8 equipment items) evidence of required equipment provided = 3 <input type="checkbox"/> 100% (i.e. 2 x Shredders, 2 x Front End Loaders, 4 x Wood Chippers) Proof of required equipment provided = 5 Note: a site inspection might be undertaken to confirm the stated equipment		
<b>IMPLEMENTATION PLAN</b>	<b>Implementation Plan</b> or Delivery schedule with firm timelines clearly demarcating lead time to deliver equipment = <b>(20)</b> :		
	Bidder to develop and provide a project implementation plan which must be thorough, relevant and practical for delivery on the scope of work <ul style="list-style-type: none"> <li>• No Submission or longer than 2 weeks lead time = 0</li> <li>• Supply equipment within 2 weeks from award = 3</li> <li>• Supply equipment within 1 week from award = 5</li> </ul>	<b>20</b>	<b>Rating 0-5</b>
<b>LOCALITY</b>	<b>LOCALITY = (5):</b>		
	Outside RSA = 0	<b>5</b>	<b>Rating 0-5</b>
	Outside Gauteng within RSA = 1		
	Within Gauteng but Outside COJ area = 3		
Within COJ area = 5			
<b>Subtotal (functionality evaluation)</b>		<b>100</b>	
<b>Bidders must score 60 % of 100</b>			

**THE MINIMUM REQUIRED THRESHOLD/SCORE FOR FUNCTIONALITY AND SITE INSPECTION IS 60% OR 60 POINTS OUT OF 100.**

NB: In accordance with the above requirements all Suppliers are required to submit proof/evidence of the portfolio for functionality separately and it must be clearly marked as evidence portfolio. Anything not indexed properly or submitted as part of the portfolio will not be considered.

Functionality Scores - Except where otherwise stated above, the bid will be scored as follows:

- 0 – No submission or response
- 1 - Poor and unacceptable level of performance or compliance to requirement
- 2 - Average
- 3 - Good
- 4 - Very Good
- 5 - Excellent

## 19. PRICE AND PREFERENCE CRITERIA

Bidders will be evaluated on the 80/20 Preference Point System.

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

In terms of the Legislative framework, the B-BBEE Act no. 53 of 2003 and the Codes of Good Practice for BBEE 2013, implemented with effect from 1 May 2015, Service Providers with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs), and must submit **sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC)** confirming their annual turnover of R10 million or less. A Consolidated BBEE scorecard must be submitted for joint ventures to claim preference points.

Service Providers other than Exempted Micro Enterprises (EMEs) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.

Failure to do so may result in the points for Preference not being awarded to the Service Provider.

**Preference Points table for 80/20 points system:**

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	16
4	10
5	8
6	5
7	4
8	2
<b>Non-Compliant Contributor</b>	<b>0</b>

## 20. AGREEMENT

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid will apply. The GCC is available on the National Treasury website [www.nationaltreasury.gov.za](http://www.nationaltreasury.gov.za). Any additional terms, conditions, and service levels will form part of special conditions of contract to be agreed and signed upon award of the bid. This will have to be signed by the successful bidder before the commencement of the project.

PRICING SCHEDULE											
Item	Description of Plant / Equipment	Minimum Requirements	Wet Rate Per Hour with Driver or Operator			Quantity of equipment required	Monthly Weekday Rate (22 working days per month at 8 hours per day)	Saturday Rate, (4 days per month at 8 hours per day)	Sunday Rate, (4 days per month at 8 hours per day)	Total Monthly Cost	Total cost over 4 months
			Rates only								
			Weekday Hourly Rate	Saturday Hourly Rate	Sunday Hourly Rate						
1	Shredder	Minimum 40 tons per hour	R	R	R	2	R	R	R	R	R
2	FEL	Minimum two cubic metre bucket size	R	R	R	2	R	R	R	R	R
3	Wood Chipper	160HP	R	R	R	4	R	R	R	R	R
<b>Sub Total</b>										R	
<b>Vat 14%</b>										R	
<b>Grand Total (4 months)</b>										R	

## Technical Compliance

<b>Stationary Shredder x2 (i.e. One unit per site)</b>	<b>Bidder to indicate compliance to minimum requirements (Yes / No)</b>	<b>Bidder to provide a summary of specification offered</b>
Output capacity of shredded material - Minimum capacity of 40 tons per hour (bidder to supply machine specification)		
Operating time - 8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)		
Maintenance - Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months		
<b>Front End Loader x 2 (i.e. One unit per site)</b>	<b>Bidder to indicate compliance to minimum requirements (Yes / No)</b>	<b>Bidder to provide a summary of specification offered</b>
Loading System - Front end loading		
Bucket dumping angle at fully raised - 45°		
Bucket size - Minimum of 2m <sup>3</sup>		
Operating time - 8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)		
Maintenance - Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months		



Chippers x 4 (i.e. One unit per site)	Bidder to indicate compliance to minimum requirements (Yes / No)	Bidder to provide a summary of specification offered
Wood chipper - 160hp		
Operating time - 8 hours per day. (Note: The machinery must be fully operational, adequate fuel and a competent operator must be provided by the bidder)		
Maintenance- Service provider is obliged to ensure that all supplied equipment is maintained to OEM (Original Equipment Manufacturer) specification for the full four months		

**Delivery lead time (Delivery schedule / Implementation plan to be provided)**

Item Description	Delivery lead-time in calendar days, from date of award
Shredder	<b>days</b>
FEL	<b>days</b>
Wood Chipper	<b>days</b>