



REQUEST FOR FORMAL PRICE QUOTATION

Procurement from R30 000.00 up to a transaction value of R200 000.00
(Including Vat)
(For publication on Pikitup Website and Notice Board)

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE COMPILATION, DESIGN AND PRINTING OF THE 2019/2020 INTEGRATED ANNUAL REPORT AND FINANCIAL STATEMENTS FOR PIKITUP
(SEE ANNEXURE A FOR FULL DETAILS)**

BID NO: PIK 183/2020-21

NAME OF BIDDING COMPANY:

BID AMOUNT (VAT INCL): R _____

THIS DOCUMENT IS COMPILED FOR:

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Braamfontein, JHB

CONTACT DETAILS:
Sagren Naidoo

E-mail :sagrennaidoo@pikitup.co.za
Landline : 0873571195
Mobile : 0824312373

QUOTATION BOX SUBMISSION IS SITUATED AT:

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

Closing Date: 17 DECEMBER 2020
Closing Time: 11:00am
Validity Period: 60 days from RFQ closing date
Briefing session: Not applicable

BIDDER'S COMPANY NAME: _____

BIDDER'S CONTACT PERSON: _____

BIDDER'S CONTACT NUMBER: _____

BIDDER'S EMAIL ADDRESS: _____

TOTAL BID AMOUNT: _____

CLOSING DATE: **17 DECEMBER 2020**

CLOSING TIME: **11:00AM**

BRIEFING SESSION: **Not Applicable**

Document Issued By:

Pikitup Johannesburg SOC Limited
Pikitup Head Office (Ground Floor)
Jorissen Place Building
66 Jorissen Street
Braamfontein
Tel : +27 (0)87 357 1195
E-Mail : sagrennaidoo@pikitup.co.za
Website : www.pikitup.co.za

Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), 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. 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.

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 JOHANNESBURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNESBURG 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 DOCUMENTATION

DOCUMENT CHECKLIST	Tick if attached
COMPANY REGISTRATION DOCUMENT – CIPRO _____	_____
TAX CLEARANCE DOCUMENT – valid tax clearance required. _____	_____
MBD 4 – declaration of interest document provided _____	_____
MBD8 – declaration of bidders past practices document _____	_____
MBD 6.2 – Local Content and Production _____	_____
MBD 9 - declaration of interest document provided _____	_____
<u>FOR THE SITE WHERE THE BUSINESS IS CURRENTLY LOCATED</u>	
<ul style="list-style-type: none"> ○ Municipal statement - if the property is owned by The business _____ <li style="text-align: center;">OR ○ Lease Agreement – if the business is a tenant on the property _____ <li style="text-align: center;">+ ○ Landlords Letter–then we also require a letter of good standing from the landlord/letting agency/proxy confirming the tenants account is not more than 90 days in arrears _____ <li style="text-align: center;">OR ○ Sworn Affidavit – compiled by the owner of the business if the business is being operated from the residence of the director _____ 	_____
<u>FOR EACH DIRECTOR OF THE COMPANY</u>	
<ul style="list-style-type: none"> ○ Municipal Statement - for each director that owns the property where he/she currently resides _____ <li style="text-align: center;">OR _____ ○ Lease agreement – if the director is a tenant at the place where he/she resides _____ <li style="text-align: center;">+ ○ Landlords Letter– if the director is a tenant at the place where he/she resides then we will also require a letter of good standing from the Landlord/Letting Agency _____ 	_____
OR	
<ul style="list-style-type: none"> ○ Sworn Affidavit –where a director is residing with parents or other relatives without any formal agreement in place then a sworn affidavit must be compiled by parent/relative confirming the following <ul style="list-style-type: none"> ▪ the director resides with parent/relative at the aforementioned property without there being any formal lease agreement or contract in place ▪ The director does not have any outstanding payments in terms of utility payments of more than 90 days. ▪ the director does ▪ Most recent Municipal statement for the place of residence. If the parent/relative is a tenant on the aforementioned property then a copy of the lease agreement will need to apply ▪ Copy of Identity Document of the parent/relative 	_____

**MBD 1
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID TO PURCHASE THE AFOREMENTIONED GOODS FROM PIKITUP
JOHANNEBURG SOC LTD**

BID NUMBER:	PIK 183/2020-21	CLOSING DATE:	17.12.2020	CLOSING TIME:	11H00am
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APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE COMPILATION, DESIGN AND PRINTING OF THE 2019/2020 INTEGRATED ANNUAL REPORT AND FINANCIAL STATEMENTS FOR PIKITUP

(SEE ANNEXURE A FOR FULL DETAILS)

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT JORISSEN PLACE BUILDING, 66 JORISSEN STREET, BRAAMFONTEIN, TENDER OFFICE, GROUND FLOOR

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM UNIT	CONTACT PERSON	
CONTACT PERSON	Sagren Naidoo	TELEPHONE NUMBER	
TELEPHONE NUMBER	087 357 1195	FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	
E-MAIL ADDRESS	sagrennaidoo@pikitup.co.za		

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

RETURN OF BIDS

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.

<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 state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of 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, hareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

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

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

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

3.9.1 If yes, furnish particulars

.....

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**

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>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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 bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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:

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

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

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

Designated Group: An EME or QSE which is at last 51% owned
 by:

EME

QSE

Black people
 Black people who are youth

Black people who are women
Black people with disabilities
Black people living in rural or underdeveloped areas or townships
Cooperative owned by black people
Black people who are military veterans

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

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

1. I hereby declare under oath as follows:

- That the contents of this statement are to the best of my knowledge a true reflection of the facts.
- That I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____% black owned;
- The enterprise is _____% black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10, 000,000.00 (ten million rands);

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the **DTI** Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by Commissioner.

Respondents Signature: _____ **Date:** _____

Commissioner of Oaths Signature & Stamp _____

ANNEXURE A

APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE COMPILATION, DESIGN AND PRINTING OF THE 2019/2020 INTEGRATED ANNUAL REPORT AND FINANCIAL STATEMENTS FOR PIKITUP

1. Introduction

Pikitup requires a service provider to undertake report writing, editing, formatting, design, layout and printing of the Pikitup Integrated Annual Report which include the Annual Financial Statements.

2. Background

2.1 Corporate Profile / Overview of Pikitup

Pikitup Johannesburg (SOC) Limited was established in 2001 as an independent municipal entity, wholly owned by the City of Johannesburg, to provide waste management services in the Greater Johannesburg area. The City, by means of the service delivery agreement as monitored by the Infrastructure and Services Department of the City, regulates the service delivery in respect of the following:

- Financial services (annual operating and capital budgetary allocations and appropriate tariff levels), and
- Levels of service delivery in the different market segments covered by Pikitup.

2.2 Major Products and Services

Pikitup in terms of a service delivery agreement is contracted to the City of Johannesburg to provide a wide range of waste management services to its citizens. Pikitup provides two categories of services, viz. Council services and commercial services. The Council services, which the City of Johannesburg has mandated Pikitup to provide exclusively, comprise of the collection and disposal of domestic, business and putrescible waste, street cleaning, lane flushing, area cleaning, the management of litter bins, the collection of illegally dumped waste, the collection and disposal of animal carcasses found in a public place and the operation of garden sites.

The commercial services, which Pikitup provides, is in competition with other private waste management companies, and comprise of the collection and treatment of healthcare risk waste, bulk collection services, the collection and disposal of waste, composting, recycling activities, providing services for special events and the operation of landfill sites. The table below categories PIKITUP main product/service offerings:

Table1: Council Services / Commercial Services

COUNCIL SERVICES	COMMERCIAL SERVICES
Domestic round collected refuse	Healthcare risk waste
Business round collected refuse	Bulk services
Putrescible waste	Composting
Street cleaning	Recycling activities
Lane flushing	Special events
Area cleaning	Landfill services
Litter bin management	Safe disposal
Illegal dumping	
Animal carcasses	
Garden sites	

2.3 Area of Operations

Pikitup executes its mandate to the City and its residents through 13 depots, 4 landfill sites, 42 drop-off facilities/garden sites and one composting site called Panorama based in Ruimsig.

Figure 1: Pikitup area of operations



3. Scope of work

The service provider will be required to:

- 3.1. Have a qualified writer who will draft the narrative for the Annual Report;
- 3.2. Have a highly qualified editor to edit the Annual Report throughout the development process;
- 3.3. Understand the work of Pikitup and interpret that into a user-friendly publication with more graphics than text;
- 3.4. Provide a production process and plan with timeframes;
- 3.5. Write and edit the content (Pikitup will provide input content);
- 3.6. Develop a creative theme for reports;
- 3.7. Create artwork based on the theme;
- 3.8. Design layout and provide ideas on the look and feel;
- 3.9. Meet with Pikitup staff to present and review graphic design concepts and draft reports;
- 3.10. Take still photographs for Board and Executive profiles as required;
- 3.11. Edit and format report;
- 3.12. Print and deliver hard and soft copies of the report;
- 3.13. Copy edit report;
- 3.14. Proof read report;
- 3.15. Develop a PowerPoint version of the Annual Report and/or summary presentation should be handed in an electronic format.

4. Design, Layout and Printing Specifications

Item Description	Quantity
Language: English	
Size	A4 (approximately 200 pages per report)
Paper	Cover 250gsm Matt Laminate – Spot UV Inner 135gsm
Paper	Inside (Text) 150 gsm
Binding	Perfect Bound (Booklet Style)
Colour	Full colour
Font Size	Calibri 11
Editing and Proofreading	From draft to the final print ready version
Design Artwork, Layout and Printing	20 hard copies for Annual Report
Pikitup branded 4G USB including packaging box	20 USB for Annual Report
Number of hard copies of final draft for approval for Annual Report	Five (5) copies

5. Requirements from the Service Provider

- 5.1 The service provider must submit a written proposal, which must address the following:
 - A detailed methodology and the approach including project plan with clearly stipulated timelines and milestones
 - A detailed project budget for the Report (Annual Report) proposal inclusive of VAT
 - Proven ability including testimonials and references
- 5.1 The service provider is requested to provide summarised CVs of all members of the core project team, their experience in similar events as well as their roles and responsibilities.
- 5.2 The project team should be the same throughout the process; any deviation from this should be in writing and approved by Pikitup. The project leader involved in the project should be the same throughout the project life cycle unless there are specific reasons to change.
- 5.3 Apart from the total cost, a breakdown of the project costs for each Report is needed. These costs should cover all professional fees as well as other overheads such as telephone, fax, postal/courier, and the printing of reports, etc. the appointed service provider to write the content and also validate facts and numbers.

6. Functionality Criteria

No.	Description	Weight
1	<p>Bidders Relevant Experience – Design, Writing and Printing of Annual Report</p> <p>Previous experience in producing annual reports (Bidders to submit company profile, samples of the annual reports or quarterly reports which samples maybe be shared via link)</p> <p>Less than 3 years = 0 points 3 years = 10 points 4 – 6 years = 25 points 7 years and above = 20 points</p>	20 Points
2	<p>Methodology</p> <p>(a) Understanding of Project Scope = 20 points Demonstration of clear understanding of project objectives (5 points), scope (5 points) and deliverables with timeframes (5 points). Adequacy and appropriateness will be assessed (5 Points).</p> <p>(b) Project implementation schedule (Activity, task and sub-task wise) = 15 points Appropriateness of identified tasks (5), deliverables (3), defining milestones (2) and timeliness (5)</p> <p>(c) Project implementation Risks and Risk Management proposal = 5 points Adequacy of understanding of project risks and appropriateness</p>	40 Points
3	<p>Graphic Designer Experience (Bidders to submit CV's with experience related to graphic designing)</p> <p>Less than 3 years = 0 points 3 years = 3 points 4 – 6 years = 5 points</p>	10 Points
4	<p>Experience of a writer and editor: CV's to be submitted.</p> <p>Less than 3 years = 0 points 3 years = 3 points 4 – 6 years = 5 points 7 years and above = 10 points</p>	10 Points
5	<p>Contactable Reference: (Bidders to submit signed contactable reference letters for similar projects, on the client`s letterhead).</p> <p>Less than 2 signed reference letters = 0 Points 2 signed reference letters = 5 points 3 signed reference letters = 10 points 4 signed reference letters = 15 points 5 or more signed reference letters = 20 points</p>	20 Points

7. Project Deliverables

- 7.1 The following are key project deliverables following the appointment of the preferred service provider for the business / report writing skills to edit, format, design and layout of the Annual Report.
- 7.2 Draft and final report (content and design) should be submitted by deadline date which would be provided to the successful bidder on the purchase order.
- 7.3 The completed draft / final report must be ready for submission by date to be provided.
- 7.4 Pikitup will provide information in the form of reports and other documents which will enable the appointed service provider to write the content and also validate facts and numbers.
- 7.5 Estimated period for report:
 - Annual Report and Financials – December to January
- 7.6 In addition, the successful service provider will also be evaluated on the following criteria:
 - The demonstrated understanding of Pikitup business
 - The strategic approach to the project; report structure and lay-out
 - Experience in developing of Reports
 - Strength and ability to prepare, rewrite/edit copy from writers, modify content from writers, develop ideas for content, and create highly shareable content from reports which will be submitted.
 - The strength of the creative work provided. Read copy or proof to detect and correct errors in spelling punctuation and syntax (grammar, sentences structure).
 - Value for money
 - Professionalism and its ability to deliver draft/final copies on time and within budget.
- 7.7 Schedule meetings with relevant Pikitup officials necessary for updating information or the completion and/or finalisation of the abovementioned deliverables.

8. Competencies and Expertise Required

- 8.1 The service provider must ensure that the appropriate expertise and experience exist in the teams of individuals undertaking the assignment. A brief summary of the experience and expertise of all team members is to be submitted with the quotation.
- 8.2 Supply the final product of the Annual Report to meet the set deadline by the Pikitup Shareholder.
- 8.3 The service providers are required to attach a sample of the work they have done for previous entities in the bidding proposal.

9. Pricing Schedule

ITEM No	Quantity	Description	Bid Price
TOTAL		Excluding VAT	R
		Including VAT	R

There shall be 30% penalties levied against the service provider in the event of delay in delivering the service or poor or none performance of service.

SIGNATURE OF PERSON AUTHORISED TO SIGN THE BID

DATE: _____

PRE-COMPLIANCE AND FUNCTIONALITY EVALUATION

1.1. Evaluation process

- 1.1.1. Firstly, pre-compliance evaluation will be conducted as per the pre-compliance requirements. Thereafter, all bidders that meet all the requirements will be further evaluated on functionality.
- 1.1.2. The bidders that meet the minimum functionality evaluation threshold would then be evaluated on price and preference. The scores of the price and preference would be ranked from highest scoring bidder to the lowest scoring bidder.

1.2. Evaluation criteria

- 1.2.1. PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). The BEC will short list and evaluate the bid in accordance with the criteria below and make recommendations to the BAC and thereafter to the Accounting Officer.
- 1.2.2. The bid will be evaluated based on pre-compliance requirements, functionality evaluation, and lastly price and preference evaluation in terms of the PPPFA and Preferential Procurement Regulations of 2017.
- 1.2.3. In line with bid document bidders are required to demonstrate their ability to do the work by citing previous assignments where they performed work of a similar nature.
- 1.2.4. As a risk mitigating factor a service provider scoring functionality score of less than **70 points** will be considered to be posing a quality risk to the company and will therefore be disqualified. Only bidders who meet the minimum required score/ threshold for functionality will be further evaluation on Price and Preference.

1.3. Pre- compliance evaluation

- 1.3.1. The appointed Bid Evaluation Committee will validate the list of returnable document as mentioned below for further evaluation to functionality stage.
- 1.3.2. Compulsory Returnable Documents Required:
- 1.3.3. Bidders may be eliminated for not submitting compulsory returnable documents as stated below in line with Pikitup SCM Policies and Procedure Manual.

Table: Pre-compliance Schedule

Compulsory Returnable Documents	Submitted (YES or NO)
<p>a) To enable Pikitup Bid Evaluation Committee to verify the bidder's tax compliance status, the bidder must provide;</p> <ul style="list-style-type: none"> • Registration with South African Revenue Services (SARS) • Registration as a supplier on the Central Supplier Database (CSD) <p>(Note: Refer to MBD1)</p>	
<p>b) Confirmation that the bidding company's municipal accounts are up to date:</p> <ul style="list-style-type: none"> • Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or • Letter or Statement or Affidavit from landlord confirming that the Bidder (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. • Bidders operating from home must submit sworn affidavit to that effect <p>In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders municipal accounts are up to date:</p> <ul style="list-style-type: none"> • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or • Letter or Statement or Affidavit (correspondence should be dated and not older than 3 months) for all the South African based owners / members / directors / major shareholders from their respective landlord/s confirming that the owners / members / directors / major shareholders of the 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. <p>NB: The Same physical address must be specified on the MBD1 form. In the event that the business is run from the domestic address, a signed letter by the owner/landlord/managing agent of the property indicating such should be provided.</p>	
<p>c) Valid Original or certified copy of B-BBEE Certificate or sworn affidavit where applicable</p> <p><u>Pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000: Preferential Procurement Regulations of 2017)</u> <u>B-BBEE status level 1 and 2 only.</u></p>	

<p>d) <u>Duly signed and fully</u> completed Declaration Forms per bid annexures (MBD1, MBD4, MBD8, MBD 9)</p> <p>Attach letter of authorization if the signatory is not the Director/ Member of the company.</p>	
<p>e) Joint venture/Sub- Contracting- (Only applicable if tendering as a joint venture)</p> <p>For all the companies operating as Joint Ventures, the following must be complied to: “A sub-contracting or joint venture agreement signed by all parties must be submitted. This agreement must explain the roles and responsibilities of all parties including the nominated signatory on behalf of the JV.</p> <ul style="list-style-type: none"> • All parties to submit all relevant <u>compulsory documents listed from (a) to (d) above.</u> <p>NB: It is the condition of this bid that the successful bidder will continue with same contractor or JV partner for the duration of the contract. In the event the JV agreement is dissolved, the contract with Pikitup becomes null and void.</p>	

1.4. TABLE OF OTHER COMPULSORY RETURNABLE DOCUMENTS TO BE USED IN THE EVALUATION PROCESS:

Table: Other Compulsory Returnable Documentation

Other Returnable Documentation	Submitted (YES or NO)
a) Proof of Company Registration CIPC documents	
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) Company Profile	
e) All other MBD Forms attached on the tender document	

1.5. FUNCTIONALITY CRITERIA

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

Bidder's Relevant	Requirement	Specification	Weight
	1. Company Experience (10 years' experience)	The service provider must demonstrate that they have the capacity to render the required service. Proof of experience of entity in similar project. The bidder must provide at least three (3) references from the public institution and/or private sector confirming that the service provider has the capacity to deliver at any given time.	30%
	2. Experience of Team Members (10 years' experience)	Considers the technical and professional skills of the project team. Persons proposed for these positions must be identified and supported by CV's of one page each to be included in an Appendix. Brief capability statements must be given for each designated team member, emphasizing recent experience relevant to the task envisaged.	30%
	3. Project Plan/ Methodology	The service provider must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames. A process that determine how best to plan, develop, control and deliver throughout the continuous implementation process until successful completion and termination.	40%

- Experience
- Bidders Printing Capacity
- Bidder's Proposed Methodology and Work Plan
- Qualifications and Skills of the Design and Layout Team
- Qualifications and Skills of the Team Lead
- Qualifications and Skills of The Editing and Proofreading Team.

Table: Functionality Criteria Evaluation Criteria

Functionality Criterion	Criterion Weighting	Scores
		Rating 0-5
Experience of company in executing similar projects Company profile must be included in the bid document must be completed and submitted. <1 year: = 0 pts >1-2 yrs.: = 1 pts >2-3 yrs.: = 2 pts >3-4 yrs.: = 3 pts >4-5 yrs.: = 4 pts >5 yrs.: = 5 pts		Rating 0-5
Submit a list contactable references for similar work done (with contactable details (e-mails, cell phone, fax, address and telephone numbers) 0 reference: 0 pts 1 reference: 2 pts 2 references: 3 pts 3 references: 5 pts		Rating 0-5
Location of the Business Head Office COJ: 5 pts Within Gauteng but outside CoJ: 3 pts Outside Gauteng 1 pts Outside South Africa 0 pts		Rating 0-5

NB! The minimum cut off points for functionality is calculated out of a 100 points and any bidder scoring less than the threshold of 70 out of 100 points will not be considered for further evaluation.

Bidder(s) that qualified in terms of the functionality cut-off points of 70 points, will be evaluated in terms of price and BBBEE.

PRICE AND PREFERENCE POINTS EVALUATION CRITERIA

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

Firstly, bidders will be evaluated in terms of pre-compliance requirements, then functionality and lastly be evaluated on price and B-BBEE.

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: 80/20 formula.

Where

Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

Therefore

Price Points **80**

Preference Points *((Points scored by the bidder in terms of B-BBEE contribution level as per the DTI Codes of Good Practice)* **20**

(See Preference Points Table below))

100

Total points for Price and Preference **100**

Important Note:

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

1. In terms of the Legislative framework, the B-BBEE Act of 2017. Service Providers with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs), or Service Providers with annual total revenue of R 50 million or less qualify as Qualifying Small Enterprises (QSEs) must submit sworn affidavit and a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover.
2. Service Providers other than Exempted Micro Enterprise (EME) and/or Qualifying Small Enterprise (QSE) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.
3. A consolidated BBEE scorecard must be submitted for joint ventures to claim preference points.

NB: Failure to submit Minimum B-BBEE status Level 2 Original or certified copy of BBEE Scorecard, or affidavit where applicable Bidders will be eliminated from the bidding process.

Preference Points table for 80/20 points system:

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

- **PIKITUP reserves the right to award the contract to one or more service providers.**
- **PIKITUP reserves the right to award the contract partially or not to award at all.**