

Sedibeng District Municipality



BID DOCUMENT

Tender No.	8/2/3/5-2024
Closing Date and Time	Wednesday, 20 November 2024 @12H00
Description	
Panel of Service Providers for Providing Travel Agency Services for Sedibeng District Municipality	
Contractor / Bidder	
Bid amount	R
Physical address	
Contact person	
Telephone no.	
Fax no.	
Cell no.	
Email address	
Central Supplier Database No.	

*****SUBMIT TWO COPIES (02) MARKED CLEARLY:“ ORIGINAL” AND “COPY”

CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
 - a) Tender Form
 - b) Form of Offer
 - c) Declaration of interest
 - d) Certificate of independent Bid Determination
 - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
 - f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
 - g) Proof of registration for VAT (if applicable).
 - h) Valid B-BBEE Certificate Certified copy
 - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.
8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so

doing within a period (3 days) (*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.

9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.
10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at csd@treasury.gov.za or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
16. Registered with IATA and ASATA Travel Management Company (TMC)

Sedibeng District Municipality
RFQ Number: 8/2/3/5-2024

DOCUMENT	
INVITATION TO BID	MBD 1
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – FIRM PRICES (PURCHASES)	MBD 3.3
DECLARATION OF INTEREST	MBD 4
PREFERENCE POINTS CLAIM FORM	MBD 6.1
CONTRACT FORM – RENDERING OF SERVICES	MBD 7.2

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	MBD 8
CERTIFICATE OF INDEPENDENT BID DETERMINATION	MBD 9
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY

BID NUMBER:	8/2/3/5-2024	CLOSING DATE:	Wednesday, 20 November 2024	CLOSING TIME:	12:00AM
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DESCRIPTION Panel of Service Providers for Providing Travel Agency Services for Sedibeng District Municipality

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

**MUNICIPAL BUILDING
GROUND FLOOR
CORNER BEACONSFIELD AND LESLIE
VEREENIGING**

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN:		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		

[AN ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR

5 Panel of Service Providers for Providing Travel Agency Services for Sedibeng District Municipality

Bid no.:8/2/3/5-2024

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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	Supply Chain Management	DEPARTMENT	Finance
CONTACT PERSON	Sibulele Zwedala	CONTACT PERSON	Ms. Seikane Mareletse
TELEPHONE NUMBER	066 472 7253 / 069 448 1752	TELEPHONE NUMBER	061 538 4889
E-MAIL ADDRESS	SibuleleN@sedibeng.gov.za	E-MAIL ADDRESS	SeikaneM@sedibeng.gov.za

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 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)? YES NO N/A
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO N/A
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO N/A
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO N/A
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO N/A

If the answer is “NO” to all the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:



DATE:.....

ATTACH SARS TAX CLEARANCE CERTIFICATE/PIN HERE

Initial here

MIBD2:
DISCONTINUED
MIFMA CIRCULAR
NO.90



**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 66 472 7253

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (Please tick with X where appropriate):

QUESTIONS	YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?		
2. If yes, please submit proof in the form of the original or certified copy of the bidder's municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
Contact Name:	Contact Number:	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), _____ OF (PHYSICAL ADDRESS) _____ being a Director / principal shareholder, owner of company¹ (COMPANY NAME):

Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge.

Signature

NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!

Initial here

ATTACH UTILITIES ACCOUNT HERE



**Panel of Service Providers for Providing Travel Agency Services for Sedibeng District
BID NO: NO: 8/2/3/5-2024**

1. PURPOSE

To request service providers to submit proposals that will enable Sedibeng District Municipality to establish a roster of preferred vendors providing travel agency services, for Councillors and Officials of Sedibeng District Municipality for domestic and overseas travel by air, road or rail, including the reservation of accommodation and / or hire of transportation at destination, and secure parking for Council and / or privately owned vehicles when required either at point of departure and destination, for the period of stay. The proposal is for one year with the option of renewal for the second year based on service standards as evaluated by the municipality.

2. INTRODUCTION

The contract for this bid is expected to run for a period not exceeding three years, renewable annually as per the performance of the service provider and/or availability of budget. As a result; the municipality reserves the right not to renew this contract at a termination stage of 12 months based on either of the afore-mentioned reasons. A Service Level Agreement will be signed between Sedibeng District Council and the successful bidder.

3. BACKGROUND

3.1 SDM Overview

Sedibeng District Municipality (SDM) requires the services of an agency or agencies that are duly registered and specialising in providing travel services.

SDM consists of the Mayoral Committee, which is constructed out of 9 Mayoral Portfolios, which is headed by the Executive Mayor. The Offices of the Speaker and the Chief Whip also resort under the municipality

Sedibeng District Municipality is headed by the Municipal Manager, under who resorts the 5 clusters which is headed by 4 Executive Directors and the Chief Financial Officer.

There is a total of ± 700 staff employed by Sedibeng District Municipality.

Representatives of the municipality from time to time travel to other cities, towns and works on municipal business in order to establish and maintain links and relationships with other municipalities.

Sometimes the municipality has to react and respond quickly to demand that councilors and officials have to be able to travel at short notice. Due to these requirements it is imperative that a database of preferred service providers be established. The database or panel of service providers would be evaluated as per the set criteria that the municipality will rotate the service providers based on cost effectiveness and efficiency. The municipality reserves the right of appointment to procure the travel services.

4. TENDER INFORMATION

4.1 Tender Requirements

SDM is inviting tenders from registered IATA and ASATA Travel Management Company (TMC) for the delivering of excellence in quality, innovation and cost efficient travel services and products.

It is expected that the appointed panel of TMC's will customize its services for the SDM employees as much as possible to ensure the highest level of customer satisfaction with proactive participation in advising and guiding prospective travellers.

As SDM does not have the necessary infrastructure available to fulfil its travelling requirements, it is imperative for the necessary resources to be readily available. It requires the service of a panel of TMC's who has the necessary infrastructure to provide travel agency services.

The Municipality currently obtains the benefit of travel insurance linked to payment for air tickets. The bidder must state in its proposal whether the offer includes this facility and give details of the implementation on the Technical Data Sheet

The successful panel of service providers will be required to:

- Attend to travel bookings for Councillors and Officials for domestic and overseas travel by air or rail, road including the reservation of accommodation and / or hire of transportation at destination, and security parking for Council and / or privately owned vehicles when required either at point of departure or destination.

- Proposals may be based on an amount or commission payable to the Service Provider or, alternatively a discount offered off the total “package” or alternatively, the sum payable by the Service Provider to the Municipality for the exclusive rights to act as travel agent.
- Service providers are invited to submit proposals on the level of services offered and benefits that may accrue to the municipality if chosen.
- To provide operational business processes that is tailored to meet the location and service range as required by SDM with the widest choice available. The panel of TMC’s will also be required to continuously identify improvements in terms of service and cost to deliver innovative solutions to SDM.
- The service provider to extend 30-day credit account facility to SDM and to acknowledge that payments will not be prepaid in advance for bookings but will receive a Purchase Order and payment made within 30 days of receipt of invoice.
- To provide a dedicated service to SDM.

By effectively managing the SDM travel portfolio, it is expected that significant cost reductions in the SDM Travel Account to be filtered through to Sedibeng District Municipality. The panel of TMC’s may get involved in negotiation-based solutions with suppliers, including airlines, hotels, car rental companies, etc, these key suppliers will also be measured by their commitment to add value to SDM in terms of assistance in both emergency and operational issues.

The panel of TMC’s must also be able to provide Management Reports periodically as required by SDM Management which should include but not limited to:

- Spreadsheet detailing Travel by Cost Centre, User etc
- Spend Analysis (Charges made) etc
- Travel destinations etc
- Any other Value adding reports

Additional service required will include:

- Passport/Visa Assistance;

- Conferences - The panel of TMC's should be able to organise packages including accommodation, transfers and sightseeing tours when requested;
- Foreign Exchange - A full foreign exchanges service with competitive rates, as well as services such as delivery and collection;
- Carports or Parking - Offering SDM Travellers convenient parking at Johannesburg and any other National Airports(if required)
- If required be able to provide additional insurance cover over and above the Lodge card cover if deemed to be inadequate for some reason or another

5. DELIVERABLES

The following deliverables are expected from the service provider

- a. All prices shall be quoted in South African currency and be VAT inclusive.
- b. The lowest or any proposal will not necessarily be accepted, and the right is reserved to accept the whole or part of any tender.
- c. Should there be any difference or discrepancy between the rates or particulars contained on the proposal and those contained in a covering letter from the bidder, the rates or particulars contained in the proposal shall in all circumstances prevail.
- d. Where applicable, the bidder should indicate the resources that will be charged in accordance with a Nationality recognized tariff of charges. This must be clearly marked as such in the proposal.
- e. Where payment is required by the Service Provider all levies and charges must be included in the proposal price. All prices must be nett with discounts and settlement discounts deducted. All prices must be depicted to ensure proper records are kept.
- f. The bidder must also indicate if they have any special discount benefits, rebates, or value added services, with any local or international airline company. If there are such benefits, the bidder must clearly stipulate them, in the proposal and additional benefits to the Sedibeng District Municipality to be listed accordingly.
- g. Service Providers making submissions shall disclose any existing relationship whatsoever with:

- The Sedibeng District Municipality
 - Any of Service Provider performing services for the Sedibeng District Municipality
- h. The Service Provider will be required to manage all travel arrangements placed in its care by the Municipality during the contract period even if the date of travel extends beyond the period of the contract.
- i. Full details of any alternatives offered must be given to enable the Municipality to adjudicate the offer.
- j. The Service Provider shall indemnify and hold the Municipality harmless against all suits, action, legal proceedings, claims, damages, demands, costs and expenses in any manner cause by and incidental to and in connection with any negligent actions by the employees of the Service Provider in the performance of its duties and obligations under the contract and any agreement pursuant thereto.
- k. The Service Provider is required to make available at all times to the Chief Financial Officer all detail documents, records, and information relating to all transactions processed by the Service Provider in connection with Municipality travel arrangements. This must be split according to International travel cost and domestic travel cost.
- l. The Service Provider must state on the proposal the earliest date upon which it can start to contract. Early commencement is desirable.

6. Service Provider's Responses

This RFI consists of the documents enumerated in the SDM Transmittal Letter and enclosed therewith. The RFI must be prepared and submitted in strict conformity with the instructions set forth in this document and the Transmittal Letter. Failure of respondents to comply with all requirements contained in these instructions may render the RFI non-responsive, in which case it will be disqualified from consideration.

The use of facsimile for delivery of the final proposal is not acceptable and any proposal submitted in such manner will be disqualified.

6.1 Confidentiality

This RFI and all materials submitted by SDM must be considered confidential. The respondent must not use, disclose, or release information contained in the RFI documents to any third party except for the sole purpose of preparing their proposal.

When submitting confidential material, the Service Provider must clearly mark it as such and indicate the conditions of use.

7. RESPONSE GUIDELINES

All responses must conform to the structure described here. The following key sections must be submitted with each proposal:

7.1 Letter of Transmittal

Include a letter of transmittal, on an official letterhead of the submitting organisation, signed by an authorised representative of your company. Also, include the names of individuals authorised to negotiate with SDM,

The letter must include not more than two pages (A4) of description of the approach that is envisaged to support SDM requirements and any other Value added services

7.2 Service Provider Organisation

7.2.1 Contact Information

1. What are the corporate address, mailing address, e-mail address, and phone number of your company's main offices?
2. Who in your local office will be our primary contact during the evaluation process? Provide their e-mail address, direct phone and fax numbers and an address if different from the one above.
3. Who in your organisation is authorised to negotiate a contract or SLA with SDM? Provide their names, direct phone numbers, fax numbers and e-mail address.

7.2.2 Reference Sites & Track Record

Please provide details of three South African clients (if any) who your company has rendered similar services with similar environments.

Specify:

- 1 The name of the organisation and contact person.
- 2 The address and phone number of the contact.

- 3 The organisation's industry and estimated size in terms of employees.
- 4 The dates that services were rendered.-(From/To)
- 5 Describe the process we would have to follow to have contact with any of your references.

8. REPORTING

The Service Provider will report to the Chief Financial Officer. A reporting schedule will be developed as part of a service level agreement and agreed upon by both parties.

9. CONDITION AND EVALUATION OF TENDER

Responses will be evaluated using a predefined set of evaluation criteria. The evaluation criteria are designed to reflect SDM requirements in terms of identifying a suitable service provider and to ensure the selection process is transparent and afford all bidders a fair opportunity for evaluation and selection.

The following conditions of tender apply for this assignment:

- a. The Preferential Procurement Policy Framework Act (Act No. 05 of 2000) will apply to this tender as well as the Sedibeng District Municipality Supply Chain Management policy. In accordance with this Act, submissions will be adjudicated on the 80/20 point system.
- b. Relevant industry regulatory requirements that the Travel Agency must be compliant with are: IATA, ASATA, Compliance with the Consumer Code for Travel Agencies (Business Practices Committee)
- c. The bid proposal must have, inter alia, a company profile, the profile of must include a track record, number of years in service, size, curriculum vitae of all personnel that will be involved in the project, a work plan, and a budget.
- d. The financial stability of the Travel Agency must be submitted through the audited financial statements.
- e. In order to address our country's social economy in line with the Broad Based Black Economic Empowerment (BBBEE), preference will be given to BEE companies or companies with a strong BEE partnership. BBBEE is the economic empowerment of all Black South Africans, including women, workers, youth, people with disabilities and rural citizens etc.

- f. Fully completed Vendor Registration form and attachments of all required documents as per Vendor letter must also be presented.
- g. The location of the Company premises.
- h. A service level agreement will be signed with the preferred panel of bidders. The successful bidder may not alter its BEE status during the contract period. The Sedibeng DM reserves the right to terminate the contract should the successful bidder no longer meets the BEE requirements.
- i. The municipality reserves the right to invite short listed companies to present their bid proposals for the final decision making.

10. SPECIAL CONDITIONS

- Service Providers are required to respond to this RFI (Request for Interest) demonstrating that their proposed approach and solutions are a probable fit to SDM's requirements and are required to complete all sections as stipulated within this document;
- All information contained in this RFI or given by management or staff of SDM is solely for the purpose of providing Service Providers with relevant information with which to complete and submit their proposals;
- Recipients of this document will be expected to respect the confidentiality of the information contained therein or any other information obtained in the course of business;
- It is expected that Service Providers will take all reasonable steps to ensure that their employees and associates are aware of the need for confidentiality;
- The selection of a Service Provider will not constitute a binding agreement and any such acceptance will be subject to the negotiation of satisfactory contractual agreements with the selected Service provider; and
- Preference will be given to proposing agencies based in the Sedibeng District Municipality

11. MINIMUM REQUIREMENTS

- a. Up to date utilities account e.g. Municipal Rates & Taxes account or A Valid Lease Agreement (Please note that if the Water and Lights statement is not in the company's name, kindly submit a lease agreement between the company and the landlord)

- b. Registered on Central Database (CSD)
- c. Tax compliant status document / Tax compliance status pin (to enable the municipality to verify the bidders tax compliance status)
- d. Registered with IATA and ASATA Travel Management Company (TMC)

12. NOTES TO BIDDERS

13. EVALUATION CRITERIA

Values: 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent

No	Description	Points	Value (Max of 5 points per criteria)	Score = (Weight x Value) (Max score of 500)
1.	3 Contactable Reference letters on similar work (Attached) 3 references = 5 points 2 references = 3 points 1 references = 1point	35		
2.	Comprehensive Project Implementation Plan with all project phases and timelines	35		
3.	Proven Track Record 5 years = 5 points 4 years = 4 points 3 years = 3 points 2 years = 2 points 1 year = 1point	30		

1. BID EVALUATION

The bid will be based on Point System 80:20 point system.

1ST STAGE	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

2nd STAGE	POINTS
PRICE	80

SPECIFIC GOALS		20
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 points (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 points (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account/ Lease agreement needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 points (1%-25%) 0 points (0%)	
Women <i>(BBBEE needed Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 points (1%-25%) 0 points (0%)	
51 % black owned <i>(BBBEE needed Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 points (1%-25%) 0 points (0%)	
Total points for Price and SPECIFIC GOALS		

NB: Bidders scoring less than 70% on functionality will not be considered for further evaluation.

2. CONTACT DETAILS

Technical related Enquiries	Ms. S Mareletse	078 010 1806	SeikaneM@sedibeng.gov.za
Supply Chain related Enquiries	Ms. Sibulele Zwedala	069 448 1752	SibuleleN@sedibeng.gov.za

MBD 3.3

PRICING SCHEDULE

(Professional Services)

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number: 8/2/3/5-2024
Closing Time: 12H00 Closing Date: Wednesday, 20 November 2024	
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.	

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

- Required by: Sedibeng District Municipality
- At: Corner Beaconsfield Avenue & Leslie Street, Vereeniging
- Does the offer comply with the specification(s)? *YES/NO
If not to specification, indicate deviation(s)

Initial here

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- Period required for delivery

*Delivery: Firm/Not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

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

4. **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 / shareholder 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?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state?

Please ✓ one option:			
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?

Please ✓ one option:			
YES		NO	

3.14.1 If yes, furnish particulars:

.....

--

3.15 Please provide full details of directors / trustees / members / shareholders.
**** THIS IS COMPULSORY****

Full Name (KINDLY PROVIDE DETAILS OF ALL DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS)	Identity Number (KINDLY PROVIDE DETAILS OF ALL DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS)	State Employee Number (ONLY IF APPLICABLE)

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng)	

NB: For the Tenderer to complete

<i>(Municipal rates account / lease agreement needed)</i>	based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4 Company registration number:

4.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's

- conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

**ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT
HERE**

Initial here

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution **SEDIBENG DISTRICT MUNICIPALITY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **8/2/3/5-2024** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

Initial here

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

- - - -

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number **8/2/3/5-2024** datedfor the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

WITNESSES	
1
2
---

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Bid no.:8/2/3/5-2024

OFFICIAL STAMP

Initial here

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? Bid no.: 8/2/3/5-2024	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 Initial here

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

Js367bW



**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9892

Please provide at least 3 references

1. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
2. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
3. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
4. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
5. **Name:**.....

Company:.....

Position Held:.....

Contact Number (s) work:.....

Mobile:.....

PLEASE NOTE THAT THIS IS COMPULSORY***

Initial here

**ATTACH ADDITIONAL
LETTERS OF REFERENCE
(IF APPLICABLE)
HERE**

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached		
8. Central Supplier Database summary report.		
9. Registered with IATA and ASATA Travel Management Company (TMC)		
10. Submitted 2 copies		

**ATTACH COMPANY
REGISTRATION DOCUMENTS
HERE**

**ATTACH CENTAL SUPPLIER DATABASE
REGISTRATION
HERE**

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 *pe se* prohibition meaning that it cannot be justified under any grounds.

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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Panel of Service Providers for Providing Travel Agency Services for Sedibeng District Municipality (Bid Number 8/2/3/5-2024)

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY

(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

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

Js9141w 4

FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

TENDER No: 8/2/3/5-2024

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

THE OFFERED PRICE IS R..... (INCLUSIVE OF ALL APPLICABLE TAXES)

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....
.....

Name(s):.....
.....

Capacity for the
Tenderer:
...

Name and address of
organization).....

Name and
Signature of
Witness:..... Date:.....

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer’s offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer’s agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

.....

Name(s):

.....
.....

Capacity for the
Employer:

(Name and address of
organization).....

.....

Name and Signature of

Witness:.....

Date:.....

CREDIT ORDER INSTRUCTION

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

Name of Firm Account Holder

.....

Address:.....

.....
.....

Name of Bank:

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

.....
Initials and Surname

.....
Authorized Signature

Date:.....

FOR BANK USE ONLY

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....
AUTHORISED SIGNATURE(S)

OFFICIAL DATE STAMP

Initial here