

RFQ 86 & 87/2016**INVITATION TO TENDER- OPERATING OF PAY POINT FOR MUNICIPAL SERVICES UNTIL 31 DESEMBER 2017**

Tenderer:	
Address:	
Telephone Number:	
Cell Number:	
Contact Person:	
Town where business is situated	

Please mark the relevant area

<u>TENDER</u>	<u>AREA</u>	<u>TOWN</u>	<u>MARK (X)</u>

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53, Prins Albert, 6930
E-Pos / E-Mail: pamun@xsinet.co.za

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53, Prince Albert, 6930
Tel: 023-541 1320, Fax: 023-541 1321

KWOTASIE: 87/2016
BEDRYF VAN BETAALPUNTE

Kwotasies word hiermee ingewag vir die bedryf van 'n betaalpunt in die **Suid End** spesifiek **Dorp area in Prins Albert**.

Dokumente is verkrygbaar by Munisipale Kantore te Kerkstraat 23, Prins Albert of op die munisipale webtuiste.

Kwotasies kan ge-email word na scm@pamun.gov.za of dit kan per hand afgelewer word op of voor 14 Desember 2016

Kwotasies sal geëvalueer word aan die hand van die Raad se Voorsieningskanaal Bestuursbeleid en die 80/20 puntestelsel sal geld. Die Voorsieningskanaal Bestuursbeleid is gedurende normale kantoor ure ter insae by die adres soos vermeld.

Die volgende perseël vereistes geld:

- Perseël moet beskik oor 'n ingeboude werkende kluis,
- 'n Volledige werkende geld laai
- Perseël **moet** in Noord-End/Rondomskrik geleë wees.

Die volgende voorwaardes geld:

- 'n Vooruitbetaalde deposito van R2 000.00 is betaalbaar deur die suksesvolle tenderaar.
- Deposito is nie rentedraend en terugbetaalbaar by verstreiking van kontrak.
- Duidelike melding moet gemaak word in die tender dokument van besigheids dae en ure.

Die Munisipaliteit is nie genoodsaak om enige of die laagste tender te aanvaar nie.

Vir enige verdere navrae mag u die kantore tydens besigheids ure besoek.

MNR. H. F. METTLER
MUNISIPALE BESTUURDER
PRIVAATSAK X53
PRINS ALBERT
6930

PART 1: CONDITIONS OF TENDER/BID

SPECIAL TENDER CONDITIONS	SPESIALE TENDER VOORWAARDES
<p>This tender is subject to the Supply Chain Management Policy of the Prince Albert Municipality. The aim of the policy is to improve job opportunities and to stimulate prosperity in the municipal area. Historically Disadvantaged Individuals (HDI's) and Local Businesses will receive preferential judgement.</p> <p>Tenderers must take note that a tender will be granted on the ground of their performance capacity as well as a preference formula.</p> <p>For tenderers to qualify for the advantages of the policy, they must thoroughly complete the attached Part 2. <u>If the schedules are not thoroughly completed the tender will not be considered.</u></p> <p>Tenderers must take note that in the case of a false statement or submission of false information the tender will be disqualified with immediate effect and a possibility of criminal prosecution.</p> <p>The complete Supply Chain Management Policy is available for inspection at the Municipal Offices at Prince Albert.</p>	<p>Hierdie tender is onderhewig aan die Voorsieningskanaal Bestuursbeleid van die Prins Albert Munisipaliteit. Die beleid het ten doel om die skepping van werkgeleenthede en welvaartskepping te bevorder. Histories Benadeelde Individue (HBI) en Plaaslike Besighede sal voorkeur beoordeling kry.</p> <p>Tenderaars se aandag word daarop gevestig dat tenders toegeken sal word op grond van hulle prestasievermoë asook 'n voorkeurformule.</p> <p>Ten einde in aanmerking te kom vir die voordele wat die Voorsieningskanaal Bestuursbeleid aan voornemende tenderaars bied, moet Gedeelte 2. volledig ingevul word. <u>By gebrek aan volledig ingevulde skedules sal die tender nie oorweeg word nie.</u></p> <p>Tenderaars se aandag word daarop gevestig dat die aflê van valse verklarings of die verskaffing van valse inligting tot onmiddellike diskwalifikasie en moontlike strafregtelike vervolgings sal lei.</p> <p>Die volledige Voorsieningskanaal Bestuursbeleid is by die Munisipaliteit Kantore te Prins Albert ter insae.</p>

1. TENDER/BID/BID DOCUMENTS

- 1.1. Tender/bid documents are obtainable and must be returned as described in the tender/bid notice. The completed documents of the tender/bid fully priced, extended and totalled, completed in all respects, signed and sealed in an envelope which is to be endorsed "**RFQ 86& 87 /2016 EXTERNAL PAY POINTS**" must be placed in the tender/bid box at the Municipal Offices, 33 Church Street, Prince Albert, before the closing time as stipulated in the tender advertisement.
- 1.2. Tenders/bids/bids submitted by fax, e-mail, telex or telegraphically will not be accepted. Postal Tenders/bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate tender/bid box by the closing time for such tenders/bids/bids. The **Prince Albert Municipality disclaims any responsibility** for seeing that such tenders/bids are lodged in the tender/bid box.
- 1.3. Any tender/bid which is delivered to an address other than the one stipulated in the tender/bid notice will not be accepted. Tenders/bids may not be handed in at other offices of the Prince Albert Municipality.
- 1.4. Tenders/bids will be opened in public, shortly after closing time of tenders/bids. The name of the tender/bidder and the total tender/bid price will be announced to all tenderers/bidders present at the opening.
- 1.5. Tenders/bids received after the closing date and time shall be declared invalid and will not be considered.
- 1.6. Tender Bids documents will be compiled in the following format:
 - Opening Page: Name and address of Tenderer, Pricing Totals, Costing and conditions of payment;

Schedule 1: Mandatory returnable forms and attachments;

- 1.7. The bid must be in accordance with the Costing Sheet.
- 1.8. The bid will be for the duration of the contract, which will not exceed a term of three (3) years from date of appointment.

2. SOUTH AFRICAN CURRENCY

- 2.1. All payments to or from the Prince Albert Municipality will be made in the currency of the Republic of South Africa (Rand). The tenderer/bidder shall specify clearly all matters and conditions regarding payments in the tender/bidder specifications.

3. INCOMPLETE TENDERS/BIDS

- 3.1. Tenders/bids will be rejected in the event of incomplete offers and irregularities of any nature contained in the tender/bid or in any the completed tender/bid schedules.

4. WITHDRAWAL OF TENDERS/BIDS

- 4.1. A tenderer/bidder may, without incurring any liability, withdraw his tender/bid provided written advice to that effect reaches the Prince Albert Municipality before the expiry of the time fixed in the tender/bid notice for receiving tenders/bids.

5. CHECKING OF TENDER/BID DOCUMENTS

- 5.1. Before submitting his tender/bid the Tenderer/bidder shall check the numbering of the pages in the tender/bid documents and if any pages part of the tender/bid document is found to be missing or if any part of the documents is illegible or indistinct, he shall immediately notify the Prince Albert Municipality.
- 5.2. The Prince Albert Municipality will not be liable in any way for any claims arising through neglect of the Tenderer/bidder to comply with these requirements.

6. EXPENSES DUE TO PREPARATION AND SUBMISSION OF TENDER/BID DOCUMENTS

- 6.1. The Prince Albert Municipality shall not be liable for any expenses or losses incurred by the Tenderer/bidder due to visiting the site or municipal area and the preparation and/or submission of the tender/bid documents.

7. PERIOD OF VALIDITY

- 7.1. Tenders/bids, whether for a part of or for the whole of the project, shall remain valid for a period as specified by the tenderer/bidder, which period shall be that period between the date upon which tenders/bids close up to the date upon which notice is given that the tender/bid has been awarded, but at least a period of 90 days.

8. ACCEPTANCE OR REJECTION OF TENDERS/BIDS

- 8.1. The Prince Albert Municipality is not compelled to accept the lowest or any tender/bid and reserves the right to accept any tender/bid.

9. PREFERENTIAL PROCUREMENT

- 9.1. Tenders/bids will be considered in terms of the Preferential Procurement Policy of the Prince Albert Municipality.

10. DECLARATION

- 10.1. It is a requirement that the tax affairs of the successful tenderer/bidder must be in order.
- 10.2. Documentary evidence in the form of a valid **original Tax Clearance Certificate** from the South African Revenue Service's office, where the tenderer/bidder is registered for income tax purposes, must be submitted with the tender/bid. **Any Tender/bid without a valid original Tax Clearance Certificate will not be considered.**
- 10.3. The tender can not be considered or evaluated if **any rates, taxes or service charges** for the property in the appropriate municipal area in which the proposed tenderer/bidder is situated are outstanding.
- 10.4. An original latest Municipal service account obtained from the local municipality in which the property of the bidder resorts must be submitted (see Part 2).

- 10.5. In the event of a bidder leasing a property, the relevant municipal service account of the owner must be submitted.

11. REGISTRATION AS SERVICE PROVIDER

- 11.1. Only those tenderer/bidders that are registered on the Prince Albert Municipality Supplier Database as service providers, or are capable of being so prior to the evaluation of submissions, are eligible to submit tenders/bids.
- 11.2. The Prince Albert Municipality will only enter into a formal contract with a tenderer/bidder that is registered on this Database as service provider.
- 11.3. ***If not registered as a service provider please completed the application form available and include with tender.***

12. JOINT VENTURE AGREEMENTS (IF APPLICABLE)

- 12.1. Any Joint Venture Agreement must be submitted with the tender/bid document detailing the split of responsibilities in terms of the tender/bid specifications, i.e. percentage of work to be performed by each partner.
- 12.2. ***All parties to the Joint Venture Agreement must be registered and verified on the Prince Albert Municipality's Supplier Database.***
- 12.3. It must be noted that the order will be placed in the name of the BEE Partner as well as all financial administration that follows such an order/s. The Joint Venture Agreement must stipulate the BEE partner selected for this in the event of the Joint Venture been considered successful.

13. LOCAL BUSINESS/OFFICE:

- 13.1. A local office of a tenderer/bidder shall be deemed to be a physical address if it falls inside the demarcated boundaries of the Prince Albert Municipality Municipal area.

14. TEST FOR RESPONSIVENESS

- 14.1. No Tender/bid will be considered unless it meets the following responsiveness criteria:
- 14.1.1. The tender/bid must be properly received in a sealed envelope clearly indicating the description of the service and the tender/bid number for which the tender/bid is submitted.
- 14.1.2. The tender/bid must be deposited in the relevant tender/bid box as indicated on the notice of the tender/bid on or before the closing date and time of the bid.
- 14.1.3. An original Valid Tax Clearance Certificate must be submitted with the tender/bid on or before the closing date and before the closing time
- 14.1.4. An original latest Municipal service account obtained from the local municipality must be submitted (see Part 2).
- 14.1.5. The official tender/bid document must be fully completed in black ink and must not be dismembered. Where information requested does not apply to the bidder and the space is left blank, it will be deemed to be not applicable.
- 14.1.6. If the entity submitting a bid is a Joint Venture or a Consortium or Partnership, each party to that formation must submit all the above information
- 14.1.7. The tenderer/bidder must be in good standing to do business with the public sector in terms of Regulation 38 of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005).
- 14.1.8. The tenderer/bidder must be registered with the Prince Albert Municipality Supplier Database (applicable form in Part 2) to be completed.
- 14.1.9. The tenderer/bidder must adhere to pricing Instructions
- 14.1.10. The tenderer/bidder must complete and sign all tender/bid forms.
- 14.1.11. All mandatory returnable forms and prescribed attachments in Part 2 must be completed and ***where applicable signed and duly stamped by a Commissioner of Oaths***

15. PAYMENT OF INVOICES

- 15.1. All payments from the Prince Albert Municipality will be made within 30 days of receipt of a valid tax invoice for goods and services rendered to the satisfaction of the municipality.

1.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

This form contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals.

NB. BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI'S), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

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 R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2 The estimated value of this bid is estimated not to exceed R500 000 and therefore the 80/20 system shall apply.

1.3 Preference points for this bid shall be awarded for:

- a) Price and functionality; and
- b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

CATEGORY	POINTS 80/20
1.3.1.1 FUNCTIONALITY	80
1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS (see paragraph 8)	20
TOTAL POINTS	100

(* Maximum points for price will be awarded for the lowest price, and the points of other bidders be calculated according to the formula in Paragraph)

Separate Preference Points Claim Forms (see enclosed) must be completed for the promotion of the specific goals for which points have been claimed above

1.4 **Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.**

1.5 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. GENERAL DEFINITIONS

- 2.1 "Acceptable bid" means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.2 "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, works or services.
- 2.3 "Comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 "Consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 "Contract" means the agreement that results from the acceptance of a bid by an organ of State.
- 2.6 "Specific contract participation goals" means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to abovementioned goals, the Regulations (12.(1)) also make provision for organs of State to give particular consideration to procuring locally manufacture products.
- 2.7 "Control" means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 "Equity Ownership" means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 "Historically Disadvantaged Individual (HDI)" means a South African citizen
1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) of the Constitution of the Republic of South Africa, 1993, (Act No. 200 of 1993) ("the interim Constitution); and/or
 2. who is a female; and/or
 3. who has a disability;
- Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;
- 2.11 "Management" means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 "Owned" means having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 "Person" includes reference to a juristic person.

- 2.14 "Rand value" means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 "Small, Medium and Micro Enterprises (SMME's) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 "Sub-contracting" means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 "Trust" means the arrangement through which the property of one person is made over to bequeath to a trustee to administer such property for the benefit of another person.
- 2.18 "Trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI's, or in the case of a company, the percentage shares that are owned by individuals classified as HDI', who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

- 4.1 Although the contract will generally be awarded to the bidder scoring the highest number of points the Municipality reserves the right to award the contract at its sole discretion to any other bidder.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR FUNCTIONALITY

A maximum of 80 points is allocated for functionality on the following basis:

- a. *Business hours (Maximum 60 points)*

Monday to Friday

One point will be allocated per hour per day that the business operates within the following hours: 05:00 – 8:00 and/or 16:00 – 24:00 (Maximum 11 points)

Saturday

One point will be allocated per hour that the business is open between 14:00 to 20:00 and two points per hour that the business is open for business after 20:00. (Maximum 14 points)

Sundays

One point per hour that the business is open from 08:00 to 20:00 and two points per hour that the business is open after 20:00. (Maximum 20 points)

Public Holidays

One point per hour that the business is open from 08:00 – 23:00(Maximum 15 points)

The following details must be provided as they are used in the evaluation process. Should the tender document not be completed in full, it will not be evaluated.

BUSINESS HOURS (The organization's daily business hours)	Sunday		TO	
	Public Holidays		TO	
	Monday		TO	
	Tuesday		TO	
	Wednesday		TO	
	Thursday		TO	
	Friday		TO	
	Saturday		TO	

b. Guarantees (Maximum 5 points)

- (a) Bank guarantee 5 points
- (b) Ceding of insurance policy 2 points
- (c) Strongroom/Safe available 8 points

c. Location (Maximum 15 points)

- (a) Business centrally located in target area(refer to page 1) 11 points
- (b) Business located in target area 4 points
- (c) Business not located in target are 0 points

7. POINTS AWARDED FOR HISTORICALLY DISADVANTAGED INDIVIDUALS

In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \left(\frac{EP}{100} \right)$$

Where

- NEP = Points awarded for equity ownership by an HDI
- NOP = The maximum number of points awarded for equity ownership by HDI in the specific category
- EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed companies and tertiary institutions do not qualify for HDI preference points.

A consortium of joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE.

Equity ownership	Maximum points	Percentage owned	Points claimed
by persons who had no franchise in the national elections. (section 2.10)	8		
by women	6		
by disabled persons	6		

*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

.....

TYPE OF FIRM

Partnership	
One person business/sole trader	
Close corporation	
Company	
(Pty) Limited	

*Tick applicable box

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

COMPANY CLASSIFICATION

Manufacturer	
Supplier	

Professional service provider	
Other service provider, e.g. transporters, etc.	

* Tick applicable box

MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account no.:

Stand No.:

TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	*HDI Status			% of business /enterprise owned
				No franchise prior to elections	Women	Disabled	

CONSORTIUM / JOINT VENTURE

In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member	Percentage (%) of the contract value managed or executed by the HDI member

Proof of shareholding/ownership/HDI status must be provided.

I / we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm certify that points claimed, bases on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the form for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.

- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that he claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
 - (a) recover all costs, losses or damage it has incurred or suffered as a result of wrong information furnished; and
 - (b) 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.

WITNESSES:

1.
SIGNATURE(S) OF BIDDER(S)

2.
DATE

1. TAX CLEARANCE CERTIFICATE

- 1.1. An Original valid Tax Clearance Certificate obtained from the Receiver of Revenue must be attached to this page**

2. TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT -

The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.

The attached form "Application for Tax Clearance Certificate (in respect of bidders)" must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes and is not in possession of a valid Tax Clearance Certificate. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate will invalidate the bid.

In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate.

IT SHOULD BE NOTED THAT THE TENDER CAN NOT BE CONSIDERED / EVALUATED IF A TAX CLEARANCE-CERTIFICATE FROM THE SOUTH AFRICAN REVENUE SERVICES ARE NOT PROVIDED WITH THE TENDER DOCUMENT.

3. MUNICIPAL SERVICE ACCOUNT

3.1. *An original latest Municipal service account obtained from the local municipality must be attached to this page*

3.2. *IT SHOULD BE NOTED THAT THE TENDER CAN NOT BE CONSIDERED/EVALUATED IF ANY RATES, TAXES OR SERVICE CHARGES FOR THE PROPERTY ON WHICH THE PROPOSED TENDERER/BIDDER IS SITUATED ARE OUTSTANDING*

IF THE TENDERER IS NOT RESPONSIBLE FOR THE PAYMENT OF MUNICIPAL RATES AND/OR SERVICES AN EXPLANATION MUST BE SUBMITTED.

4. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- *abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;*
- *been convicted for fraud or corruption during the past five years;*
- *wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or*
- *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).*
- *In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.*

Item	Question	Yes	No
4.1.1.	Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.2.	If so, furnish particulars:		
4.1.3.	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.4.	If so, furnish particulars:		
4.1.5.	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, furnish particulars:		

Item	Question	Yes	No
	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"/>
	If so, furnish particulars:		
	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"/>
	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

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1, BELOW) AND THE PURCHASER (PART 2, BELOW). 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 Prince Albert Municipality in accordance with the requirements and task directives/proposals/specifications stipulated in Bid Number at the price/s quoted. My offer/s remains 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)
 - Preference claims in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
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 fulfilment 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.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

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 numberdated.....for 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 (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

PRINCE ALBERT MUNICIPALITY**TENDER DOCUMENT: OPERATING OF PAY POINT FOR MUNICIPAL SERVICES**

TENDERER	
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POSTAL ADDRESS										

NAME OF BUSINESS	
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STREET ADDRESS OF BUSINESS										

FACILITIES	<i>Does your organization have facilities to:</i>		
(a)	<i>Safely keep the equipment such as computer and printer?</i>	YES	NO
(b)	<i>Receive the Municipal monies separately and store safely?</i>	YES	NO
(c)	<i>Deposit the money received the previous day in the Council's bank account?</i>	YES	NO

COMPUTER SKILLS	<i>Does your organization have the computer capacity and skill to issue receipts?</i>		YES	NO
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SAFETY FACILITIES	<i>Do you have a safe on the premises from which the business will be executed? If yes, is it a:</i>	YES	NO
	<i>Built-in safe</i>	YES	NO
	<i>Portable safe</i>	YES	NO

DO YOU HAVE:	(a) <i>Transport</i>	YES	NO
	(b) <i>Telephone</i>	YES	NO
	(c) <i>Cell phone</i>	YES	NO

TELEPHONE NUMBER																				
CELL PHONE NUMBER																				
E-MAIL ADDRESS																				

BANKING DETAIL

BANK	
BRANCH	
TYPE OF ACCOUNT	
ACCOUNT NUMBER	
BRANCH CODE	
MUNICIPAL ACCOUNT NUMBER	

Guarantee: In terms of Council policy, a guarantee equal to one week's takings by the organization must be provided or 10% of the commission payable will be charged monthly until the necessary guarantee is sufficient.

PLEASE INDICATE IF YOU WILL:	(a) provide a bank guarantee; or	YES	NO
	(b) cede an insurance policy; or	YES	NO
	(c) choose that 10% of the commission payable to you, be held back until you have provided the required guarantee	YES	NO

Payment of commission:

Commission is calculated according to the following table

Description	Commission
Transaction fee	50c per transaction
Handling fee	1 % of monthly collection, with a maximum of R100 per single receipt greater than R10 000.00 received

Commission will be paid monthly within ten (10) working days after the end of the month.

General conditions:

- (a) The prescribed agreement for the delivery of the service must be signed within ten (10) days of acceptance of the tender.
- (b) The agreement must be entered into for the period from date of agreement to 31 Desember 2016.
- (c) The service point must be open for 7 days a week, including public holidays.

- (d) *The successful tenderer must deposit all monies received into the Council's bank account on the following working day (banking day).*
- (e) *The successful tenderer must ensure that the equipment is kept in a safe facility and that the storage of municipal monies received is kept separately.*
- (f) *The successful tenderer should consist over the necessary computer skills.*
- (g) *The successful tenderer must ensure that the facility is equipped with a built in, or portable safe.*
- (h) *The successful tenderer should have transport and a telephone/cell phone.*

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
HEREBY ACCEPT THE GENERAL CONDITIONS AS STIPULATED ABOVE.**

.....
Signature

.....
Date

**I ALSO ACKNOWLEDGE AND ACCEPT THE CRITERIA USED FOR THE CALCULATION
OF THE COMMISSION AS STIPULATED UNDER: PAYMENT OF COMMISSION**

.....
SIGNATURE

.....
Date

Declaration of Interest

NAME OF PERSON / ORGANISATION THAT IS TENDERING:	
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ID NO OF COMPANY / REGISTRATION NO:	
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INCOME TAX REFERENCE NUMBER:	
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OFFICE WHERE REGISTERED FOR TAX PURPOSES	
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VAT NO:	
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ARE YOU EMPLOYED BY THE STATE OR WERE YOU EMPLOYED BY THE STATE WITHIN THE LAST 12 MONTHS?		YES	NO
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ARE ANY OF THE DIRECTORS, MANAGERS, MAJORITY SHAREHOLDERS OR INTERESTS OF YOUR ORGANISATION IN SERVICE OF THE STATE OR WERE IN SERVICE DURING THE PAST 12 MONTHS?		YES	NO
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IS YOUR WIFE, OR YOUR CHILDREN OR PARENTS OF DIRECTORS, MANAGERS, MAJORITY SHAREHOLDERS OR INTERESTS OF YOUR ORGANISATION IN SERVICE OF THE STATE OR HAVE BEEN IN SERVICE OF THE STATE WITHIN THE LAST 12 MONTHS?		YES	NO
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NB: "PERSONS IN SERVICE OF THE STATE" MEANS:

- Member of any municipal council, provincial legislature or National Parliament of the National Council of Provinces;
- Member of the council of directors of any municipal entities;
- Any official of any municipality or municipal entity;
- An employee of any national or provincial department, national or provincial public entity or constitutional organization according to the implication of the Public Finances management Act 1999;
- A member of the accounting body of any national or provincial entity;
- An employee of Parliament or a provincial legislature.

I hereby confirm that the abovementioned information is correct. I hereby authorize the municipality to obtain an income tax clearance certificate from the South African Revenue Services which shows that my/organization's tax is in order.	(Name)
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COMPLETE BY: SIGNATURE	
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CAPACITY:	
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DATE:	
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PRINCE ALBERT MUNISIPALITEIT**TENDERDOKUMENT: BEDRYF VAN 'N BETAALPUNT VIR DIENSTEGELDE**

TENDERAAR	
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POSADRES	

NAAM VAN BESIGHEID	
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STRAATADRES VAN BESIGHEID	

FASILITEITE	Beskik u instansie oor fasiliteite om:		
(a)	Toerusting soos rekenaar en drukker veilig te kan bewaar?	JA	NEE
(b)	Munisipale gelde apart te kan ontvang en te bewaar?	JA	NEE
(c)	Ontvangstes die daaropvolgende bankdag in die Raad se bankrekening te kan deponeer?	JA	NEE

REKENAARVAARDIGHEID	Beskik u instansie oor die rekenaarkapasiteit en –vaardigheid om kwitansie te kan uitreik?	JA	NEE
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BEWARINGSFASILITEITE	Beskik u oor 'n kluis op die perseel vanwaar die besigheid bedryf gaan word? Indien wel, is dit 'n:	JA	NEE
	Ingeboude kluis	JA	NEE
	Draagbare kluis	JA	NEE
BESKIK U OOR:	(a) Vervoer	JA	NEE
	(b) Telefoon	JA	NEE
	(c) Selfoon	JA	NEE

TELEFOONNOMMER	
SELFOONNOMMER	
E-POS ADRES	

- (e) Die suksesvolle tenderaar moet toesien dat die toerusting soos rekenaars en drukkers in 'n veilige plek bewaar word
- (f) Die suksesvolle tenderaar moet alle munisipale gelde apart ontvang en bewaar.
- (g) Die suksesvolle tenderaar moet beskik oor die nodige rekenaarkapasiteit en –vaardigheid om kwitansies te kan uitreik.
- (h) Die suksesvolle tenderaar moet verseker dat die perseel vanwaar die besigheid bedryf gaan word beskik oor 'n kluis vir die veilige bewaring van alle munisipale gelde.
- (i) Die suksesvolle tenderaar moet beskik oor transport en 'n telefoon of selfoon.

SERTIFISERING

EK, DIE ONDERGETEKENDE (VOLLE NAME)
AANVAAR HIERMEE DIE ALGEMENE VOORWAARDES SOOS HIERBO VERVAT.

.....
Handtekening

.....
Datum

**HIERMEE NEEM EK KENNIS EN AANVAAR DIE KRITERIA WAT GEBRUIK IS VIR DIE
 BETALING VAN KOMMISSIE SOOS VERVAT ONDER: BETALING VAN KOMMISSIE**

.....
Handtekening

.....
Datum

Verklaring van Belange

NAAM VAN PERSOON / INSTANSIE WAT TENDER:	
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ID NR OF MAATSKAPPY / REGISTRASIE NR:																				
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INKOMSTEBELASTING VERWYSINGSNOMMER:																				
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KANTOOR WAAR GEREGISTREER VIR BELASTINGDOELEINDES	
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BELASTING OP TOEGEVOEGDE WAARDE NR:																				
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IS U IN DIENS VAN DIE STAAT OF WAS U DIE AFGELOPE 12 MAANDE IN DIENS VAN DIE STAAT?			JA	NEE
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IS ENIGE VAN DIE DIREKTEURE, BESTUURDERS, MEERDERHEID AANDEELHOERS OF –BELANGE VAN U INSTANSIE IN DIENS VAN DIE STAAT OF WAS DIE AFGELOPE 12 MAANDE IN DIENS VAN DIE STAAT?			JA	NEE
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IS U GADE, KINDERS OF OUERS VAN DIREKTEURE, BESTUURDERS, MEERDERHEIDS AANDEELHOERS OF –BELANGE VAN U INSTANSIE IN DIENS VAN DIE STAAT OF WAS DIE AFGELOPE 12 MAANDE IN DIENS VAN DIE STAAT?			JA	NEE
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NB: “PERSONE IN DIENS VAN DIE STAAT” BETEKEN:

- lid van enige munisipale raad, provinsiale wetgewer of Nasionale Parlement of die Nasionale Raad van Provinsies;
- lid van die raad van direkteure van enige munisipale entiteit;
- enige amptenaar van enige munisipaliteit of munisipale entiteit;
- 'n werknemer van enige nasionale of provinsiale departement, nasionale of nasionale of provinsiale publieke entiteit of konstitusionele instansie volgens die bedoeling van die Publieke Finansies Bestuurswet, 1999;
- 'n lid van 'n rekenkundige liggaam van enige nasionale of provinsiale entiteit;
- 'n werknemer van die Parlement of 'n provinsiale wetgewer.

Hiermee bevestig ek dat bogemelde inligting korrek is. Ek magtig ook die munisipaliteit om 'n belastinguitklaringserti-fikaat van die Suid-Afrikaanse Inkomstediens te verkry wat aandui dat my/instansie se belasting sake in orde is	(Naam)
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VOLTOOI DEUR: <i>HANDTEKENING</i>	
HOEDANIGHEID:	
DATUM:	

DECLARATION OF INTEREST

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

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

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

3.7.1 If so, furnish particulars.

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.....

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

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

3.8 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**

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a 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**

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder