

Ekurhuleni Housing Company (SOC)  
 T: +27 (0) 11 825 0158/0151 • F: +27 (0) 86 425 5030 • E: [info@ehco.org.za](mailto:info@ehco.org.za)  
 Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale  
 W: [www.ehco.org.za](http://www.ehco.org.za)



Ekurhuleni Housing Company

The Creative Social and Rental Housing Agency of Choice for The City of Ekurhuleni

Ekurhuleni Housing Company Pty Ltd disclaimer and Confidentiality Note: This message contains information which is confidential, legally privileged and protected by law. It is intended only for the use of the intended recipient. Interception thereof is therefore illegal. If you are not the intended recipient, you may not peruse, use, disseminate, distribute or copy this message or any file attached to this message. Should you have received this message in error, please notify us immediately by return e-mail. Views and opinions expressed in this e-mail are those of the sender unless clearly stated as being that of Ekurhuleni Housing Company Pty Ltd.

## REQUEST FOR QUOTATIONS

**RFQ NO: EHCWDHM/02/2020**

*Issued: 12/02/2020*

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
EHC Website Re-design, Hosting and Maintenance	<p><b>TECHNICAL:TEBOHO MOFOKENG ICT</b>  <a href="mailto:tebohom@ehco.org.za">tebohom@ehco.org.za</a>            011 825 0185</p> <p><b>SCM: DOLLY PHATLANE</b>  <a href="mailto:dollyp@ehco.org.za">dollyp@ehco.org.za</a>            011 825 0158</p>	<p><b>CLOSING DATE:</b>            20 FEBRUARY 2020</p> <p><b>CLOSING TIME:</b>            11:00AM</p> <p><b>ADDRESS:</b>            BLOCK A            HANDOVER BUILDING ,            CORNER HENDRICK            POTGIETER AND            7<sup>TH</sup> AVENUE            EDENVALE 1609</p>

Quotations are hereby requested from service providers

### PREAMBLE

Ekurhuleni Housing Company (“EHC”) is a municipal entity set up in 2000. It was established to undertake the development and management of rental housing stock for low and moderate-income households in the City of Ekurhuleni. The SP will have thorough experience in the public sector in general and social housing in particular.

### 1. SCOPE OF WORK

- The EHC seeks to appoint a Service Provider to re-design, host and maintain to the Ekurhuleni Housing Company website for 2 years.

#### The scope of work includes the following areas of work:

- The hosting and maintenance of the current site, which would include applying security patches, clearing out log files, enlarging disk space before it runs out, updating & posting of content on behalf of the EHC team, sorting out security certificates and fixing bugs in the code.
- Design the look and feel of the website in line with the EHC CI manual. The ability to navigate with to various pages. The service provider is required to **host and maintain** the

EHC website. The proposed solution which must go live by the **1<sup>st</sup> April 2020**. One-off Re-design work to implement new features

### **Web site development**

- The main activities will include but not limited to: The website must be interactive. Secure the existing site during the transition to the new platform, preservation of all current website content and functionality.
- ERP System compatible.
- Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu. Optimise the site for low bandwidth users.
- Implement a basic “blog” function with integrated to TPN credit bureau, twitter, LinkedIn and Facebook posting.
- The Website must be Browser compatibility with following browsers (Not limited to Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards. Add a comprehensive search functionality to the website.

### **Use available Information on the Website**

It is proposed that service providers should use the bulk of information (content) categories available on the current EHC website when conceptualizing the redesign, as such content is still relevant. The categories of information (content) are:

- Home
- About Us
- Services
- Projects
- Business
  - Tenders
  - RFQs
  - Closed Tenders/RFQs
- News/Careers
  - Press Room
  - Vacancies
- Community
- Contact Us

### **Technology to be considered**

- The technologies such as drop-down menu could still be used unless the new redesign will require a new technology in which service providers will advise accordingly. It is critical that

the new redesign of the website boast a new look that embodies the work of the EHC. Search engine optimization (SEO) will need be in place to help the EHC show up in search results on Google and other search engines. The proposed website must be more visually appealing with latest graphical technologies.

### **Maintenance: Website hosting**

- a) The website currently requires 10 GB, but this will increase significantly over the coming years.
- b) The website should be moved to a new server of the appointed service provider.
- c) The server should support the technologies used which currently includes PHP, MySQL.
- d) Website hosting services for 24 hours/7 days a week, 365 days with no down time.
- e) Website content updates: the contracted web development company will assist with content update when the changes that must be made are not possible from the user interface. It should be endeavoured that as much changes as possible be made from the user interface, including the website's current functionality to add/customize and operate online voting/survey modules etc.
- f) The contracted web development company will maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.
- g) The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.
- h) The contracted web development company will follow the terms of the standard SLA provided in the proposal.
- i) The contracted web development company will verify regularly that the site is up and running and will revert to the back up whenever necessary.
- j) The contracted web development company will give guidance on using the admin interface.
- k) Monitor the server logs to see most popular pages and downloads and generate regular reports.
- l) Provide monthly report on the site activates.

### **Requirement 1**

- The successful bidder will be required to advise the EHC on their requirements to satisfy the hosting of the current website and the EHC will source the information from the current provider for continuity purposes.

### **Requirement 2**

- To critique, share observations of the EHC's website in writing; given the latest website development trends - [www.EHCO.org.za](http://www.EHCO.org.za).
- Based on the service provider's written observation (**requirement 2**), provide a proposal/methodology on how the service provider intends on delivering the proposed solution/s.

### **Included in the scope are the following deliverables but not limited to:**

- Provision of a Disaster Recovery Plan.
- Website backup.
- Website design (three design and layout options)
- Content development (copywriting services of existing and or new content)

- Provision for the design of website banners (rate per hour for studio time)
- Administrator training to allow some of the work to be done internally such as content uploads, layout changes, etc.
- Report generation functionality such as website traffic, cyber-security incidents, etc.
- The service provider must provide ongoing support for technical issues
- The service provider will be required to deliver on ad hoc requests and the turnaround time will be agreed upfront before commencing with the work.

**Specific responsibilities during the transition phase:**

- There will be a transition phase of 2-3 months during which the appointed service provider will be expected to host and maintain the current EHC’s website. Work with EHC to suggest any high-priority technical tasks during the transition period to ensure a smooth transition from the current website. Migrating and setting-up and running the new web site.

**Project timelines**

- The prospective service provider should provide a comprehensive project plan with deliverables and anticipated timelines for the delivery of the assignment bearing in mind that the completion date of this assignment is the \_\_\_\_\_ **2020, a date in which the website should be live and would have undergone all the necessary phases, i.e. testing.**

**2. PRICING SCHEDULE**

DESCRIPTION	UNIT COST	VAT	TOTAL AMOUNT
<b>GRAND TOTAL</b>			

**3. PROPOSAL & SUBMISSION REQUIREMENTS**

- a. Bidders should carefully examine the entire TOR; Bidders should become fully aware of the nature of the work and conditions likely to be encountered in performing the work.
- b. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the bidders’ capabilities to satisfy the requirements of this RFQ.
- c. Emphasis should be placed on: (i) conformance to the RFQ instructions; (ii) responsiveness to the RFQ requirements; and (iii) completeness and clarity of content.

**4. PLEASE ENCLOSE THE FOLLOWING MANDATORY DISQUALIFYING DOCUMENTS IN YOUR RFQ:**

- 4.1 Company profile.
- 4.2 Signed MBD Forms.
- 4.3 Respond to RFQ **(RFQ DOCUMENT)**
- 4.4 Valid SARS Tax Clearance Certificate.
- 4.5 Up to date municipal account/statement for both the company **(not older than 3 months)**. In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
- 4.6 Company Registration Documents.
- 4.7 Certified Directors ID copy (not older than three months with date stamp)

**5. ADMINISTRATIVE COMPLIANCE**

- Stamped Bank Letter **(not older than three months)**
- B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- Pricing schedule with company letter head

**EVALUATION IN TERMS OF PPPFA 2011:**

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

80/20 Preference Point Components		Points
Price	B-BBEE Level of Contribution	80
B-BBEE contribution level	As per the PPPFA	20
<b>Total</b>		<b>100</b>

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

**All prices must be VAT inclusive and include all other related costs.**

Submissions must be hand delivered to EHC head office (at handover building, cnr Hendrik potgieter & 7<sup>th</sup> Ave Edenvale.) in a sealed envelope with bid description and reference number **EHCWDHM/02/2020**. Please deposit your bid document **IN A RED TENDER BOX BY THE RECEPTION and PLEASE SIGN SUBMISSION REGISTER.**

**MBD 4**

**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.

.....  
.....

---

\* 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.

3.7 Have you been in the service of the state for the past twelve months?

**YES / NO**

3.7.1 If so, furnish particulars.

.....  
.....

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.

.....  
.....

**YES / NO**

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?

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.

.....  
.....

**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

## REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

### 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 R 50 000 000 (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 The value of this bid is estimated to exceed/not exceed R **XXXX** (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	.....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution 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. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance

- fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;

- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, 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;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 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. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate

bid.

- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).**

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
.....%

(ii) the name of the sub-contractor?  
.....

(iii) the B-BBEE status level of the sub-contractor?  
.....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of firm :.....

9.2 VAT registration number :.....

9.3 Company registration number :  
.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated  
.....  
Registered Account Number .....  
Stand Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

DATE:.....

ADDRESS:.....

.....

.....

.....



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

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

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

4.3	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"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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