

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)



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: PRSKP02/07/2020**

**Issued: 23/07/2020**

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
<b>Appointment of a service provider to conduct a parking relaxation study for Erf 2676 Kempton Park Social Housing Project</b>	<b>TECHNICAL:</b> <b>Ms. Pheladi Mojapelo</b>  <b>011 825 0158</b> <b><a href="mailto:Pheladim@ehco.org.za">Pheladim@ehco.org.za</a></b>  <b>SCM</b> <a href="mailto:johnb@ehco.org.za">johnb@ehco.org.za</a> / <a href="mailto:dollyp@ehco.org.za">dollyp@ehco.org.za</a> / <a href="mailto:leratom@ehco.org.za">leratom@ehco.org.za</a>  <b>TELL:011 825 0158</b>	<b>Closing Date: 31 July 2020</b> <b>Time: 11:00am</b> <b>Delivery Address: Hanover Building</b> Cnr Hendrik Potgieter and 7 <sup>th</sup> Avenue Edenvale 1690

### 1. PURPOSE

The EHC is looking to procure professional services to undertake a parking relaxation study for Erf 2676 Kempton Park Social Housing Project.

### 2. PROJECT BACKGROUND

#### Erf 2676 Kempton Park

The project is located along Long Street in Kempton Park. The site is bounded by Long Street and Industrial/Business sites to the north, east and west, and is 3717m<sup>2</sup> in size. It is also located in close proximity to workplaces and business sites. The site lies less than a kilometre to the north-east of the City Centre of Kempton Park. There are 5 schools, 2 Taxi Ranks, 2 Police Stations, 1 Community Hall, 2 clinics, 1 Hospital, 2 Sports Facilities, 1 station, 1 cemetery, 1 Library and a fire station within a 2km zone of the project site.

The O.R Tambo International Airport is a major activity node close to the site and is approximately one kilometre to the east of the proposed site. The Kempton Park CBD is another major activity node in the vicinity and is approximately 500m to the south of the subject properties. The major

roads within the vicinity of the subject properties are Pomona Road and the R21 Freeway which are about half a kilometre to the east and less than a kilometre to the west of the subject property.

### **3. DEVELOPMENT OF SOCIAL HOUSING UNITS ON ERF 2676 KEMPTON PARK**

The EHC's mandate and strategy is to develop institutional capacity to scale up delivery and management of social/rental housing through the development of new rental stock on well located land, development of infill projects within the inner cities, management of public rental stock on behalf of the CoE, thereby increasing efficiencies, improving revenue collection and ensuring that the affordable rental housing market is functional and sustainable.

This project will deliver 84 social housing units to be added to EHC existing stock.

### **4. SCOPE OF WORKS**

The project entails the compilation, submission and approval of the parking relaxation study to the City of Ekurhuleni Roads and Storm Water Department and other relevant department for approval.

- Consult with the existing project team on the SDP
- Consult with the Roads and Storm water Department and obtain input on the parking relaxation application from 0.7 to 0.5
- Compile and submit the parking relaxation report to the Roads and Storm water Department and other relevant Departments for approval
- Submit the report to City Planning with a written consent asking for the relaxation of parking

### **5. EVALUATION PROCESS**

#### **5.1(A) Administrative Compliance Requirements (Stage 1)**

Bidders will be subjected to administrative compliance check list before proceeding to a two staged evaluation process (Functionality and Price / BBB-EE). Bidders are therefore required to submit the following documents and failure to do so will be a disqualification.

- Company Profile.
- Signed MBD Forms
- Respond to RFQ (RFQ DOCUMENT)
- Valid SARS Tax Clearance Certificate.
- Up to date municipal account/statement for both the company (PLEASE NOTE ACCOUNT IN ARREAR WILL BE DISQUALIFIED) (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
- Company Registration Documents.
- Certified Directors ID copy (not older than three months with date stamp).
- CSD Report

### 5.1 (B) 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

### 5.2 EVALUATION CRITERIA FOR FUNCTIONALITY (Stage 2)

#### 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 level contribution	As per the PPPFA	20
<b>Total</b>		<b>100</b>

Bidders will be evaluated for functionality based on the following criteria. Only those bidders that score 70 or more points will advance to the second stage of evaluation in term of the Preferential Procurement Policy Framework (PPPFA) 70/30-point allocation system as follows: 80 points allocated for Price and 20 points for BBB-EE.

The functionality evaluation criterion is used to assess the quality of the project management services to be rendered by the company/consultants that meet the minimum requirements to deliver on the projects. Quality refers to the ability to efficiently and effectively deliver projects that are reliable, useable and can be maintained at a high level.

Professional and technical competences, qualifications and experience are used to measure functionality.

Functionality Evaluation Criteria	Weighting
<p><b>1. Company Experience in Similar projects</b></p> <p><b>The bidder must provide number of similar projects completed in the last five years: Please ensure that all reference letters are submitted in order to score full points.</b></p> <ul style="list-style-type: none"> <li>i. Two to three reference letters or Written Testimonials (15 points)</li> <li>ii. Four to five reference letter or Written Testimonials (30 points)</li> <li>iii. Six and above reference letter or Written Testimonials (40 points)</li> </ul>	<b>40</b>

<p><b>2. Organisational Capacity</b></p> <p><b>The service provider must demonstrate their CAPACITY to undertake the project. A traffic engineer is required for the execution of this project.</b></p> <p>i. The number of relevant years' experience in the industry (after professional Accreditation), specific relevant project experience [project description, role and responsibilities, project value].</p> <p>Note: <b>Points to be awarded for each discipline</b> (i.e. 20 points for the traffic engineer and) as follows:</p> <ul style="list-style-type: none"> <li>• 1-5 yrs – 5 point</li> <li>• 6-9yrs – 10 points</li> <li>• 11 years &amp; above – 20 points</li> </ul> <p>ii. <b>5 points awarded for qualification</b></p> <ul style="list-style-type: none"> <li>• NQF Level 4-6 – 2 point</li> <li>• NQF Level 7 – 5 points</li> </ul> <p>iii. <b>5 point for membership</b> with relevant professional body</p> <p><b>Required Supporting Evidence/ Documentation:</b></p> <ul style="list-style-type: none"> <li>- Detailed CV for each discipline bid for with relevant experience,</li> <li>- Proposed role (or /brief job description) for this bid.</li> <li>- Certified academic qualification for each member of the proposed team.</li> <li>- Relevant Professional Registration of each team member.</li> </ul>	<b>30</b>
<p><b>3. Methodology/Project Execution Plan</b></p> <p>Outline methodology &amp; project execution</p>	<b>20</b>
<p><b>4. Project Duration</b></p> <ul style="list-style-type: none"> <li>• More than four (4 weeks) – 5 points</li> <li>• 2-3 weeks – 10 points</li> </ul>	<b>10</b>
<p><b>TOTAL SCORE</b></p>	<b>100</b>
<b>MINIMUM THRESHOLD (70/100)</b>	
<b>ACCEPT/REJECT</b>	

To be accepted for further evaluation, Bidders must meet minimum requirements in respect of **EACH** of the above-mentioned criteria **AND MUST** receive a minimum total of **70 POINTS**.

## 6. PRICING INSTRUCTIONS

- The Bidders are to allocate a price to undertake the traffic impact study for the project.
- Activities must be completed to the satisfaction of the client and invoiced on completion of the activity.
- The price quoted for conducting the traffic impact study may not be exceeded.

- The price quoted is deemed to include all expenses, costs, profit, and general obligations, etc, and necessary to carry out the professional services required in this appointment.
- Amounts due to the Service Provider shall be paid by the client within thirty (30) days of client receiving correct or corrected relevant invoices.
- The client reserves the right, by giving written notice to the Consultants, to stop the progress of any project/stage at any time. Should the client exercise this right, the client will pay to the Consultants for work done and expenses incurred only up to the time that the notice was given.

## 7. PRICING SCHEDULE

ACTIVITY	PRICE
<b>CONDUCT A PARKING RELAXATION STUDY FOR ERF 2676 KEMPTON PARK SOCIAL HOUSING PROJECT</b>	
<b>SUB TOTAL</b>	
<b>VAT</b>	
<b>GRAND TOTAL</b>	

- Disputes shall be settled in good faith between parties. Should disputes not be resolved between the parties, the parties will attempt to settle through mediation.
- After completion of the documentation, all documents will become the property of EHC and copyright will reside with the EHC. **No Bidder will be entitled to any repeat fees after the completion of the documentation.** The EHC also reserves the right to, at any time in future, effect any changes it deems necessary to the documentation.

## 8. PORTFOLIO OF EVIDENCE (POE)

8.1 All invoices must include proof of work completed. 3 Hard copies and 3 electronic copies of all documents are required.

8.2 All software programmes used to share information / data must be compatible to EHC systems. All information produced, vests with EHC.

## 9. ENQUIRIES

All enquiries related to the scope of work must be directed to Pheladi Mojapelo at Email: [Pheladim@ehco.org.za](mailto:Pheladim@ehco.org.za) or telephonically; 011 825 0158

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

## **10 .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) respond to the RFQ requirements; and (iii) completeness and clarity of content.

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. Enquiries to be emailed to the supply chain Department [dollyp@ehco.org.za](mailto:dollyp@ehco.org.za) / [leratom@ehco.org.za](mailto:leratom@ehco.org.za) or Technical: [pheladim@ehco.org.za](mailto:pheladim@ehco.org.za) . Submissions must be hand delivered to the EHC head office (at Hanover building, CNR Hendrik Potgieter & 7<sup>th</sup> Ave Edenvale.) in a sealed envelope – **RFQ NO PRSKP02/07/2020: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PARKING RELAXATION STUDY FOR ERF 2676 KEMPTON PARK SOCIAL HOUSING PROJECT** . Please deposit your bid document **IN A RED TENDER BOX BY THE RECEPTION AND PLEASE SIGN SUBMISSION REGISTER.****

**NB: DUE TO COVID 19 THE SUBMISSION REGISTER WILL BE PLACE AT EHC RECEPTION COUNTER, PLEASE SIGN IN. FAILURE TO COMPLY WILL BE DISQUALIFIED.**

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

**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  
**NO** shareholders or stakeholders in service of the state?

**YES /**

3.10.1 If so, furnish particulars.

.....  
.....

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

**YES /**

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

**MBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT 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:

**80/20**                      **or**                      **90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = 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)

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. ....

<p>..... SIGNATURE(S) OF BIDDER(S)</p>
--

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	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)? <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>	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**