UMZUMBE MUNICIPALITY
UMASIPALA WASEMZUMBE

Tel: 039 972 0005 | **Fax:** 039 972 0099 | **Direct:** 039 940 5427
E-mail: scm@umzumbe.gov.za
Address: P.O. BOX 561, Hibberdene, 4220
Department: Budget & Treasury Office | **Unit:** SCM Unit

BUDGET AND TREASURY OFFICE

Supplier Name: ……

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR UMZUMBE LOCAL MUNICIPALITY

Procurement Less than R300 000 (including vat)

(For publication in Umzumbe Municipal Notice Boards and website)

Umzumbe Local Municipality request your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

DESCRIPTION OF GOODS AND SERVICES	CIBECS ENDPOINT PROTECTION SERVICES
ADVERTISEMENT DATE	20/08/2025
SUBMISSION DATE	
CLOSING DATE	27/08/2025
CLOSING TIME	12:00
RFQ NO.	RFQ 24270
CSD NO.	MAAA
COMPULSORY SITE MEETING	N/A
SITE MEETING DATE AND TIME	DATE: N/A TIME: N/A
SITE MEETING VENUE	N/A
ENQUIRIES FOR ADDITIONAL INFORMATION	SAMKE DLAMINI: 039 940 5404

Quotations above R30 000.00 to a maximum of R300 000.00 will be evaluated on the 80/20-point system as per Umzumbe Municipality's Specific Goals

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BUDGET AND TREASURY OFFICE

COMPANY STAMP

CONTACT PERSON	
CONTACT DETAILS	
CAPACITY	
EMAIL	
SIGNATURE OF BIDDER	

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: ……..

Delivery Address: Umzumbe offices

Delivery Date After receipt of an order: ……Days

ITEM NO.	DESCRIPTION	QUANTITY REQUIRED	DELIVERY PERIOD/LEAD TIME	UNIT PRICE (VAT EXCL)	TOTAL (VAT EXCL)
	Please procure Cibecs Endpoint Protection Services: Email Threat Protection Services Automatic defense against email threats Support link protection Provide mobile access Dashboards must be available to highlight updates on threats and targeted users Provide for daily threat reports in email Support message retraction Protection against impersonation to prevent spoofing				

	Provide live threat analysis Support attachment scanning, disarming and sandboxing The SERVICES LICENSE must be for 150 USERS TECHNICAL SUPPORT The services fee must include a support agreement along with any and all software upgrades, unlimited remote support for the term of the agreement. South African based development support for the software IMPLEMENTATION AND TRAINING: Implementation and training must be provided. This must be specified separately on the quotation. Vendor Certified training for 5 delegates				
				SUB TOTAL	
NB: ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED				VAT	
				GRAND TOTAL	

Umzumbe Municipality does not bind itself to accepting the lowest bid and reserves the right to accept the whole or part of the bid.

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BUDGET AND TREASURY OFFICE

Conditions

1) All prices quoted must be inclusive of Value Added Tax (VAT) where the services provider is a registered vat vendor.

2) Prices quoted must include delivery and offloading charges and good must be delivered to the address indicated.

3) Prices to be quoted against each item.

4) All prices submitted must be firm. "Firm prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

5) Quantities are given in good faith and without commitment to Umzumbe Local Municipality.

6) Vendors not registered for Value Added Tax with SARS will be treated as non-VAT vendors

7) BBBEE Certificate/affidavit BBBEE must be supplied together with quote.
8) Suppliers submitting quotation should be registered with Central Suppliers Database, CSD number must be supplied. If supplier is not registered, they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered. Service providers to ensure that CSD Registration is compliant with SARS. Service providers to ensure that CSD Registration is compliant with SARS.
9) The above stated delivery date is binding & the Municipality reserves the right to cancel an order

10) NO EMAILED QUOTATIONS/RFQ'S WILL BE ACCEPTED

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BUDGET AND TREASURY OFFICE

OFFICE USE ONLY

RFQ'S above R30 000.00 to a maximum of R300 000.00 will be evaluated on the 80/20-point system as Umzumbe Municipality's Specific Goals

Point will be allocated as follows:

	Categories	Weight	80|20	Supporting Documentation
1	Ownership	60%	12	
2	Reconstruction & Development Programme	30%	6	
3	Other Specific Goals-	10%	2	
		100%	**20**	
#	**Specific Goal(s)**	**Weight**	**80|20 PP**	
	Ownership Categories :			
1	**Broad Based Black Economic Empowerment:**			
	BBBEE Level 1	100%	12	BBBEE Certificate/Certified Sworn Affidavit
	BBBEE Level 2	80%	10	BBBEE Certificate/Certified Sworn Affidavit
	BBBEE Level 3 to 8	40%	6	BBBEE Certificate/Certified Sworn Affidavit
2	**Promotion of Local Business(s)**			
	1. Enterprise Located within the District Municipality – Rural	100%	6	Sworn Affidavit confirming that the Enterprise Located within the District Municipality - Rural
	2. Enterprise Located within the District Municipality – Urban	75%	4	Sworn Affidavit confirming that Enterprise Located within the District Municipality - Urban
	2. Enterprise Located within the Province	25%	2	Sworn Affidavit confirming that Enterprise Located within the Province
3	***Other Specific Goals***			
	1. Enterprise 100% owned by Youth/Women/Disabled/ Military Veteran	100%	2	CIPC Reg./Military Veteran Certificate/ Directors ID and Sworn Affidavit confirming that

				the Director of the company is living with disability

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BUDGET AND TREASURY OFFICE

CHECKLIST

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSARY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION

No.	Details	BIDDER USE ONLY	OFFICE USE ONLY
1.	CSD Number		
2.	B-BBEE Certificate/Certified Sworn Affidavit Form		
3.	MBD 1, MBD 6.1, MBD 8, MBD4: Declaration of Interest		
4.	MBD9: Certificate of Independent Bid Determination		
5.	All alterations have been signed		
6.	Quotation is signed & stamped		
7.	Tax Pin/Tax Pin Certificate		
8.	Price entered against each item		
9.	Certified ID Copies of Directors		
10.	Affidavit from SAPS confirming company's address		

Signature: ……. **Name:** ……

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTSMAY LEAD TO DISQUALIFICATION

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COMPULSORY REQUIREMENTS

1. Tax Clearance/ PIN.

2. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote, please ensure the quotation is signed.

3. The attached MBD 9 form (Certificate of independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.

4. The attached MBD 4 form (Declaration of interest) must be completed in full and submitted with the quotation. If the MBD if incomplete or not attached the quotation will be disqualified.

5. Both the MBD 4 & 9 must be dated within the quotation period.

6. A certified copy of B-BBEE Status Level Verification certificate must be attached. If not attached no point for BBBEE will be awarded.

7. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder.

PLEASE NOTE!!!!

1. **THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**
2. **NO EMAILED RFQ's/QUOTATIONS WILL BE ACCEPTED**

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS.

Signature: …… **NAME: ……**

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BUDGET AND TREASURY OFFICE

MBD1

PART A INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE UMZUMBE LOCAL MUNICIPALITY					
QUOTE NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

QUOTE RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTE

BOX SITUATED AT *(STREET ADDRESS*

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	

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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL QUOTE PRICE**	**R**
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS QUOTE IS SIGNED			

QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	BTO (SCM)	CONTACT PERSON	
CONTACT PERSON	Miss ZN Shazi	TELEPHONE NUMBER	
TELEPHONE NUMBER	039 940 5427	FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	
E-MAIL ADDRESS	scm@umzumbe.gov.za		

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BUDGET AND TREASURY OFFICE

MBD1

PART B TERMS AND CONDITIONS FOR QUOTATION

1. QUOTE SUBMISSION:
1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL QUOTATION MUST BE SUBMITTED WITH THE QUTATION DOCUMENT**
1.3. THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 QUOTATIONS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTATION.
2.6 IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO QUOTING FOREIGN SUPPLIERS

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BUDGET AND TREASURY OFFICE

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
YES ☐ NO ☐

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
YES ☐ NO ☐

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ ☐
YES ☐ NO ☐

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
YES NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
YES NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTE INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED: ……

DATE: ……..

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BUDGET AND TREASURY OFFICE

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**
(***Mark appropriate block with "X"***)

3.6.1 If so, furnish particulars.
.....
.....

3.7 Have you been in the service of the state for the past twelve months? **Yes / No**
(***Mark appropriate block with "X"***)

3.7.1 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.

3.8 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**
(***Mark appropriate block with "X"***)

3.8.1 If so, furnish particulars.

.....
.....

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**
(***Mark appropriate block with "X"***)

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **Yes / No**
(***Mark appropriate block with "X"***)

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **Yes / No**
(***Mark appropriate block with "X"***)

3.11.1 If so, furnish particulars.

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state. **Yes / No**
(***Mark appropriate block with "X"***)

3.12.1 If yes, furnish particulars
.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **Yes / No**
(***Mark appropriate block with "X"***)

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **Yes / No**
(***Mark appropriate block with "X"***)

3.14.1 If yes, furnish particulars.

.....

4. Full details of directors / trustees / members / shareholders.

Full Name(s)	Identity Number	State Employee Number

CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/ WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of uMzumbe Municipality, if requested to do so.
2) If the information supplied is found to be incorrect and/or false then uMzumbe Municipality, in addition to any remedies it may have, may:

a) Recover from the contractor all costs, losses or damages incurred or sustained by uMzumbe Municipality as a result of the award of the contract, and/or
b) Cancel the contract and claim any damages which uMzumbe Municipality may suffer by having to make less favourable arrangements after such cancellation.

DATE : ..... **SIGNATURE : .....**

CAPACITY : ..... **NAME OF BIDDER: .....**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
    a. take all reasonable steps to prevent such abuse;
    b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
    c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by: **Umzumbe Municipality** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1) I have read and I understand the contents of this Certificate;
2) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

a. has been requested to submit a bid in response to this bid invitation;
b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6) The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7) In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

a. prices;
b. geographical area where product or service will be rendered (market allocation)
c. methods, factors or formulas used to calculate prices;
d. the intention or decision to submit or not to submit, a bid;
e. the submission of a bid which does not meet the specifications and conditions of the bid; or
f. bidding with the intention not to win the bid.

8) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9) The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

[3] Joint venture or Consortium 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.

MBD 9

10) I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

……	……
Signature	**Date**
…….	……
Position	**Name of Bidder**

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

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

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

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

4.3.1	If so, furnish particulars:

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
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 ☐	No ☐
4.7.1	If so, furnish particulars:		

UMZUMBE MUNICIPALITY
UMASIPALA WASEMZUMBE

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E-mail: scm@umzumbe.gov.za
Address: P.O. BOX 561, Hibberdene, 4220
Department: Budget & Treasury Office | **Unit:** SCM Unit

BUDGET AND TREASURY OFFICE

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

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MBD 6.1

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and

(b) Specific goals

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

	POINTS
PRICE	80
SPECIFIC GOALS OF CONTRIBUTION	20
Total points for Price and Specific Goals must not exceed	**100**

1.5 Failure of a bidder to submit proof of specific goals claimed will be interpreted to mean that preference points for specific goals are not claimed.

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

DEFINITIONS

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

(b) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation and "bid" has a corresponding meaning

(c) **"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;

(d) **"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;

(e) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

(f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(g) **"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;

(h) **"non-firm prices"** means all prices other than "firm" prices;

(i) **"person"** includes a juristic person;

(j) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(k) **"rand value**" means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

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(l) **"Reconstruction and Development Programme"** the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

(m) **"specific goals"** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

(n) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice;

(o) **"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

(p) **"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.

(q) **"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.

(r) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

ADJUDICATION USING A POINT SYSTEM

3.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

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 specific goals.

3.5 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

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

$Ps = 80\{1- \frac{Pt-Pmin}{Pmin}\}$ or $Ps = 90\{1-\frac{Pt-Pmin}{Pmin}\}$

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

POINTS AWARDED FOR LEVEL OF CONTRIBUTION TOWARDS SPECIFIC GOALS

5.1 In terms of s2(b)(i) and (ii) of the Preferential Procurement Regulations Policy Framework Act, a preference points system must be followed for contracts with a Rand value above a prescribed amount a maximum of 10 or 20 points may be allocated for specific goals as contemplated in s2(d) of the Act provided that the lowest acceptable tender scores 90 or 80 points for price, respectively, in accordance with the table below:

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

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

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

80/20 preference point system			
The specific goals allocated points in terms of this tender	**Number of points allocated (20 points) (To be completed by the Municipality**	**Proof required to Claim (20 points) (To be completed by the Municipality)**	**Number of points Claimed (20 points) (To be completed by the tenderer)**
an EME or QSE which is at least 51% owned by black	20	Fully completed and signed MBD 6.1; and full Central Suppliers Data Base report (CSD) not older than one month	20

NB: No points will be claimed by the bidder if it fails to submit proof required to score points for specific goals

90/10 preference point system			
The specific goals allocated points in terms of this tender	**Number of points allocated (10 points) (To be completed by the Municipality)**	**Proof required to Claim (10 points) (To be completed by the Municipality)**	**Number of points Claimed (10 points) (To be completed by the Tenderer)**

5.2 Bidders must submit valid proof for specific goals

5.3 If the municipality is of the view that a tenderer submitted false information regarding a specific goal, will —

(a) inform the tenderer accordingly; and

(b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.

5.4 After considering the representations referred to in sub regulation (1)(b), the municipality may, if concludes that such information is false—

(a) disqualify the tenderer or terminate the contract in whole or in part;

and (b) if applicable, claim damages from the tenderer.

SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

Specific goals: = (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 the required proof of specific goals.

SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	**X**

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor..... iii)

Whether the sub-contractor is an EME.

(Tick applicable box)

YES		NO	**X**

DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[*TICK APPLICABLE BOX*]

MUNICIPAL INFORMATION

Municipality where business is situated: …….

Registered Account Number: …….

Stand Number: …….

8.8 Total number of years the company/firm has been in business: ……

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goal declared in paragraph 6 , indicated in paragraph 7, 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 specific goals have 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.

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WITNESSES 1. ……. 2. …….	…… SIGNATURE(S) OF BIDDERS(S) DATE: …….. ADDRESS …….. …….. ……..