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CHIEF FINANCIAL OFFICER



**CHRIS HANI**  
DISTRICT MUNICIPALITY  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE

**CHRIS HANI DISTRICT MUNICIPALITY**

**TENDER DOCUMENT**

**FOR**

**A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO  
RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE)  
DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY**

**BID NUMBER – RFQ 45/2019-2020/YD(SS)**

**NAME OF BIDDER:** \_\_\_\_\_

**TENDER AMOUNT:** \_\_\_\_\_

**SARS PIN NUMBER** \_\_\_\_\_ **SARS TAX NUMBER** \_\_\_\_\_

**CSD NO** \_\_\_\_\_



**CHRIS HANI**  
DISTRICT MUNICIPALITY  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE

**BID NOTICE: RFQ 45/219-2020/YD(SS)**

The Chris Hani District Municipality hereby invites all interested service providers for the **A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE) DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY**

Project Name	RFQ Number	Scope of work	Closing Date	Briefing Session/Site Inspection	Enquiries	Availability of tender documents
A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE) DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY	45/2019-2020/YD(SS)	A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE) DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY DATE ARE INDICATED ON THE RFQ	Date: <b>13 AUGUST</b> 2019 Time: 15h00  Place of Tender box: <b>41 Cathcart Road</b>  All bids must be <b>sealed and clearly marked</b> , "A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE) DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY"	N/A	Technical may be directed to  Ms. A. Nxano  Tel: 045 808 9033/34/36/47  Email: anxano@chrishanidm.gov.za  SCM : May be directed to  Ms. V. Noqayi Tel – 045 808 4627  Email: vnoqayi@chrishanidm.gov.za	Tender will be available free of charge on the municipal website

**Bidders must take note of the following bid conditions:**

1. Failure to submit comprehensive JV agreement (where applicable) will result in a tender deemed non-responsive
2. Failure to completely fill in the tender forms e.g. Form of Offer, declaration of interest and all other MBD forms will result in a tender deemed non-responsive.
3. Failure to submit certified BBBEE CERTIFICATE from SANNAS or Sworn Affidavit from DTI will result in a bidder losing points allocated for BBBEE.
4. **Failure to register on CSD will lead to a bid deemed non responsive**
5. Misrepresentation of address of the business with the aim of earning points may lead to disqualification
6. Non-disclosure by service providers who are in the employ of the state may lead to disqualification
7. Bids submitted will hold good for a period of **30** days and if your company has not heard within this period take that your company was unsuccessful
8. Failure to reflect date of certification not older than three months on required documents will result in a tender deemed non responsive
9. Chris Hani District Municipality does not bind itself to accept the lowest bidder or any other bid and

- reserves the right to accept the whole or part of the bid
10. Bids which are late, unsigned or submitted by facsimile or electronically, will not be accepted.
  11. Bidders please make that your quotation is attached.

The tender will be adjudicated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Chris Hani District Municipality's Supply Chain Management policy. 80/20 preference point system will be used as per the CHDM SCM policy.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS**

Functionality	-	80 points
B-BBEE Status Level	-	20 points
<b>TOTAL</b>	-	<b>100 points</b>

**ALLOCATION OF POINTS FOR BBBEE**

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Failure to comply with these conditions may invalidate your offer.

**RECOMMENDED**

.....  
  
**MRS. N. PLATYI**  
**DEMAND MANAGER:**

01/08/19  
 .....  
**DATE**

**APPROVED**

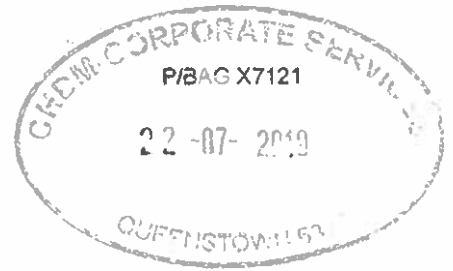
.....  
  
**P PAMBANISO**  
**ACTING CHIEF FINANCIAL OFFICER**

02/08/2019  
 .....  
**DATE**

ADVERT



**CHRIS HANI**  
**DISTRICT MUNICIPALITY**  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE



*Supply Chain Management*

TEL: 045 808 4662 /63 /54 /55  
FAX: 045 839 2437

PRIVATE BAG X 7121  
QUEENSTOWN, 5320

Email: [vnogayi@chrishanidm.gov.za](mailto:vnogayi@chrishanidm.gov.za)

Enq: Vuyo

Date: 19/07/2019

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**REQUEST FOR FORMAL WRITTEN QUOTATION**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be faxed or deliver by hand within **seven working days** to: **Vuyo Noqayi**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- For all transactions exceeding **R15 000**, must be accompanied by a valid **Tax Clearance Certificate**, **BEE Certificate**, Declaration form (MBD 4.1) and a Confirmation of **Banking Details**.
- **First preference will be given to the Service Provide who is registered into our database**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) WILL BE AWARDED AS FOLLOWS:**

Price	-100
<hr/>	
<b>Total</b>	<b>-100</b>

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

-----  
**SIGNATURE**

**Queries contact:**  
**045 808 4662 / 4703**

Please supply us with your bank details in your quotation.

WELLNESS - Abongile Nxano

NO	QUANTITY	DESCRIPTION																																				
	600	<p>The Chris Hani District Municipality requests the services of a <b>Nutritionist/Dietitian</b> and an <b>Exercise expert</b> to render services to 600 CHDM employees for a <b>period of 9 days</b> around the Chris Hani District Municipality on the following dates and areas:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>VENUE</th> <th>TARGET GROUP</th> </tr> </thead> <tbody> <tr> <td>20/08/2019</td> <td>08:00-15:00</td> <td>Queenstown Offices 15 bells Road</td> <td>Corporate Services and Enoch Mgijima WSP (08:00-10:00)  BTO and MM's Office (10:00-12:00)  Health and Community Services, Engineering and IPED (12:00-14:00)</td> </tr> <tr> <td>21/08/2019</td> <td>10:00-13:00</td> <td>Whittlesea office</td> <td>Enoch Mgijima Water service Employees</td> </tr> <tr> <td>22/08/2019</td> <td>10:00-13:00</td> <td>Cofimvaba Town hall</td> <td>Intsika Yethu water services employees</td> </tr> <tr> <td>27/08/2019</td> <td>10:00-13:00</td> <td>Cala Town hall</td> <td>Sakhisizwe Water services employees</td> </tr> <tr> <td>28/08/2019</td> <td>10:00-13:00</td> <td>Lady Frere town hall</td> <td>Emalahleni water services employees</td> </tr> <tr> <td>29/08/2019</td> <td>10:00-13:00</td> <td>Cradock Town hall</td> <td>Inxuba yethemba water services employees</td> </tr> <tr> <td>30/08/2019</td> <td>10:00-13:00</td> <td>Engcobo Town hall</td> <td>Engcobo water services employees</td> </tr> <tr> <td>03/09/2019</td> <td>10:00-</td> <td>Tarkastad Town</td> <td>Tsolwana</td> </tr> </tbody> </table>	DATE	TIME	VENUE	TARGET GROUP	20/08/2019	08:00-15:00	Queenstown Offices 15 bells Road	Corporate Services and Enoch Mgijima WSP (08:00-10:00)  BTO and MM's Office (10:00-12:00)  Health and Community Services, Engineering and IPED (12:00-14:00)	21/08/2019	10:00-13:00	Whittlesea office	Enoch Mgijima Water service Employees	22/08/2019	10:00-13:00	Cofimvaba Town hall	Intsika Yethu water services employees	27/08/2019	10:00-13:00	Cala Town hall	Sakhisizwe Water services employees	28/08/2019	10:00-13:00	Lady Frere town hall	Emalahleni water services employees	29/08/2019	10:00-13:00	Cradock Town hall	Inxuba yethemba water services employees	30/08/2019	10:00-13:00	Engcobo Town hall	Engcobo water services employees	03/09/2019	10:00-	Tarkastad Town	Tsolwana
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		13:00	hall	Water services employees
	04/09/2019	10:00-13:00	Molteno Town hall	Inkwanca water Services employees

**KEY DELIVERABLES**

- Have a stall with education and demonstration on food or herbs that help in illnesses such as HIV and AIDS, blood Sugar (Diabetes), Hypertension. Cholesterol, TB, Breast Cancer/Prostate Cancer and other illnesses
- Have a stall with the exercise expert demonstrating on mild exercises and stretching
- Education on exercises
- Scaling and body assessments
- Examples of Meals

**KEY COMPETENCIES**

- Qualification in Nutrition/Dietitian and Exercise
- Registered as a Nutritionist/Dietitian
- 3 -5 years working experience in the Nutritionist/Dietitian field

**Please note that the appointed service Provider will have to travel to all the mentioned areas and have a Gazebo.**

**For any queries on the specification please contact the wellness unit on 0458089033/34/36/37/47 or email on [wellnessunit@chrishanidm.gov.za](mailto:wellnessunit@chrishanidm.gov.za)**

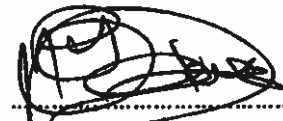
**Recommended/ ~~not recommended~~**



.....  
**Ms. S. Sojola**  
**Wellness Manager**



**Approved/ ~~not approved~~**



.....  
**Mrs. Y.B Dakuse**  
**Director Corporate Services**

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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>			
BID NUMBER:	RFQ – 45/209- 2020/YD(SS)	CLOSING DATE:	13 AUGUST 2019
		CLOSING TIME:	15:00 (Telkom Time)
DESCRIPTION	A REQUEST FOR NUTRITIONIST/DIETICIAN AND AN EXERCISE EXPERT TO RENDER SERVICES TO 600 CHDM EMPLOYEES FOR A PERIOD OF 9 (NINE) DAYS AROUND THE CHRIS HANI DISTRICT MUNICIPALITY		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

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

<b>CHRIS HANI DISTRICT MUNICIPALTY SCM BUILDING TENDER BOX</b>			
41 CATHCART ROAD			
QUEENSTOWN			
5320			
<b>SUPPLIER INFORMATION</b>			
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:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			



<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [(IF YES ENCLOSE PROOF)]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [(IF YES, ANSWER PART B:3 )]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	SCM	CONTACT PERSON	S. PIETERSE
CONTACT PERSON	Vuyo Noqayi	TELEPHONE NUMBER	045 808 9033/34/36/37/47
TELEPHONE NUMBER	045 808 4627	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	anxano@chrishanidm.gov.za
E-MAIL ADDRESS	vnoqayi@chrishanidm.gov.za		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>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.</b></p>	

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

## TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT -

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form "Application for Tax Clearance Certificate (in respect of bidders)", must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.

# APPLICATION FOR TAX CLEARANCE CERTIFICATE

(IN RESPECT OF BIDDERS)

1. Name of taxpayer / bidder: .....

2. Trade name: .....

3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. PAYE employer's registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate: .....

Name:

Telephone number: Code:..... Number: .....

Address:

.....

.....

.....

DATE: 20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

## DECLARATION OF INTEREST

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1. Any legal person, including person employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship cannot, may make an offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/ her authorized representative declare his/her position in relation to the evaluating / adjudicating authority and / or take an oath declaring his / her interest, where -

- the bidder is employed by the state; and /or
  
- the legal person on whose behalf the bidding document is signed, has a relationship with persons / a person who are / is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person per persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Are you or any person connected with the bidder, YES / NO employed by the state?

2.1.2 If so, state particulars.

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2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the state and who may be involved with the evaluation and or adjudication of this bid?

2.2.1 If so, state particulars.

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2.3 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other)  
between the bidder and any person employed by the **YES / NO**  
the state who may be involved with the evaluation  
and or adjudication of this bid?

2.3.1 If so, state particulars.

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**DECLARATION**

I, the undersigned (name).....

certify that the information furnished in paragraphs 2.1 to 2.3.1 above is correct. I accept that the state may act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

---

**SIGNATURE** **DATE**

---

**POSITION** **NAME OF BIDDER**



**PAST EXPERIENCE**

Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

<b>EMPLOYER</b>	<b>NATURE OF WORK</b>	<b>VALUE OF WORK</b>	<b>DURATION AND COMPLETION DATE</b>	<b>EMPLOYER CONTACT NO.</b>

.....  
**DATE**

.....  
**SIGNATURE OF BIDDER**

## 1. GENERAL CONDITIONS

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; and
- the 90/10 system for requirements with a Rand value above R50 000 000.

The value of this bid is estimated not to exceed R50 000 000 and therefore the 80/20 system shall be applicable.

Preference points for this bid shall be awarded for:

(a)	Price	80 points
(b)	BBBEE	20 points

- Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.
- The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to Preferences, in any manner required by the purchaser.

## 2. GENERAL DEFINITIONS

- 2.1.1 **“Acceptable bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.1.2 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.
- 2.1.3 **“Comparative price”** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4.1 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.4.2 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.

- 2.4.3 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.6.2 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.6.3 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.6.4 **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 **“Person”** includes reference to a juristic person.
- 2.14 **“Rand value”** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 **“Small, Medium and Micro Enterprises (SMMEs)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to ML Minister such property for the benefit of another person.
- 2.18 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be ML Ministered for the benefit of another person.

### 3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

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

### 4. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

### 5. POINTS AWARDED FOR PRICE

#### 5.1 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**

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

$P_{min}$

or

**90/10**

$$P_s = 90(1 - \frac{P_t - P_{min}}{P_{min}})$$

Pmin

Where

P<sub>s</sub> = Points scored for price of bid under construction

P<sub>t</sub> = Rand value of bid under consideration

P<sub>min</sub> = Rand value of lowest acceptable bid

## 6. DECLARATION WITH REGARD TO EQUITY

6.1 Name of firm .....

6.2 Vat registration number .....

6.3 Company registration number .....

### 6.4 TYPE OF FIRM

- |                          |                                 |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Partnership                     |
| <input type="checkbox"/> | One person business/sole trader |
| <input type="checkbox"/> | Close corporation               |
| <input type="checkbox"/> | Company                         |
| <input type="checkbox"/> | (Pty) Limited                   |

[TICK APPLICABLE BOX]

### 6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

**6.6 COMPANY CLASSIFICATION**

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**6.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?.....**

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

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

\*Indicate YES or NO

**6.9 Consortium / Joint Venture**

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

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

9.10 I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 6.9 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/ we acknowledge that .

- (i) The information furnished is true and correct.
  
- (ii) The Equity ownership claimed is 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 6.9, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
  
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have --

- (a) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct, and
- (b) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation,

**WITNESSES:**

1. ....

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

2. ....

**DATE:**.....

**ADDRESS:**.....

.....

.....

.....



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2001  
(LOCALLY MANUFACTURED PRODUCTS)**

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**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM SBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001**

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1. Regulation 12(1) of the Preferential Procurement Regulations makes provision for the promotion of locally manufactured products within the preference point systems.

SPECIFIC GOAL	POINTS ALLOCATED
The stimulation of the SA economy by procuring locally manufactured products	0

2. Preference points may only be claimed for products, which will be manufactured (fabricated, processed or assembled), in the Republic of South Africa. In cases where production has not yet commenced at time of bid closure, evidence shall be produced that at the time of bid closure, the bidder was irrevocably committed to local production of the product
  
3. **“Local content”** means that portion of the bid price, excluding Value Added Tax (VAT), which is not included in imported content, **provided that local manufacture does take place.**
  
4. **“Imported content”** means that portion of the bid price represented by the costs of components, parts or materials which have been or are still to be imported (whether by the bidder or his suppliers or sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duties, or other similar taxes or duties at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies for which a bid has been submitted are manufactured.

5. **BID INFORMATION**

Bidders who wish to claim points in respect of this goal must furnish the information in paragraph 7 below.

6. **POINTS CLAIMED**

Indicate whether point(s) allocated for this goal is (are) claimed.      Yes / No

**7. INFORMATION WITH REGARD TO LOCAL MANUFACTURE**

Indicate in the table below which product (s) [item number(s)] is/are manufactured locally against the % local content of each product / item in relation to the bid price (exclusive of VAT). Points claimed must be indicated in the "points claimed" column.

Percentage local content in relation to bid Price	Indicate item numbers	Points Allocated	Points Claimed
10%-30%			
31%-60%			
61% or more			

**8. BID DECLARATION**

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm declare that points claimed, based on the local content of the product(s) above, qualifies the firm for the point(s) shown and I /we acknowledge that:

- (i) The information furnished is true and correct.
  
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
  
- (iii) If the claims are found to be incorrect, the purchaser, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct, and
  
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

**WITNESSES:**

1. ....

7. ....

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

**DATE:** .....

## DECLARATION WITH REGARD TO LOCALITY

State full particulars of locality of enterprise as well as that of Head Office:

<b>Address of Local Enterprise:</b>	
Physical Address:	Postal Address:
Telephone:	Fax:
<b>Address of Head Office:</b>	
Physical:	Postal:
Telephone	Fax:

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I/we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

**WITNESSES:**

1. ....

2. ....

**DATE:** .....

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

**PRICE QUOTATION FORM**

**(Purchases up to estimated value of R 200 000, 00)**

**NB:** Use ink, preferably black; to fill in the information applicable to the specific required quotation

**VALIDITY: 7 WORKING DAYS**

Trade mark and model:

---

Country of origin:

---

**POINTS CLAIMED:**

BBBEE status level contributor points

---

**% EQUITY OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUALS:**

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





(6) VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(7) PAYE employer's registration number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Bank Details** (if applicable): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Branch Code:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Holder: \_\_\_\_\_

Bank Account number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account type: \_\_\_\_\_

**CONTACT PERSON:**

Signature: \_\_\_\_\_

Name in print: \_\_\_\_\_

Telephone No: Code: \_\_\_\_\_

No: \_\_\_\_\_

Cellphone No: Code: \_\_\_\_\_

No: \_\_\_\_\_