

## INVITATION TO SUBMIT BID PROPOSALS

Date issued: 07 September 2018



### 1. Background

The Municipal Demarcation Board invites suitably qualified and experienced services providers to submit bid proposals to provide graphic design, layout, editing and printing services of Information, Education and Communication (IEC) material for the Municipal Demarcation Board (MDB), for a period of 24 months bearing Bid Number **MDB003 – 2018/2019**.

### 2. Terms of Reference

The scope, approach and deliverables are contained in the Terms of Reference document. Bidders are requested to study and understand the terms of reference in order to submit responsive bids.

### 3. Briefing session

There will be no briefing session.

### 4. Bid submission

Original bids and proposals must be submitted at the offices of MDB, deposited in the tender box. Door deliveries by courier services are accepted, provided the bidder instructs the courier firm to deposit the bids in the tender box. The closing date is **28 September 2018 at 11:00**. Incomplete (non-responsive), late, faxed or emailed bids will **NOT** be accepted.

### 5. Reservation

The MDB reserves the right to withdraw this bid at any time before the award. The MDB also reserves the right not to award the contract with the lowest financial proposal. Furthermore, the successful bidder should be registered on the National Treasury Central Supplier Database at the time of award.

*Issued by*

**MR MUTHOTHO SIGIDI  
CHIEF EXECUTIVE OFFICER  
MUNICIPAL DEMARCATION BOARD**

## INVITATION OF BID / TENDER

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE GRAPHIC DESIGN, LAYOUT AND EDITING AND PRINTING OF PUBLICATIONS, SMALL MEDIA AND CAMPAIGN PRODUCTS/ MARKETING MATERIAL [INFORMATION, EDUCATION AND COMMUNICATIONS-(IEC)] FOR THE MUNICIPAL DEMARCATION BOARD FOR A PERIOD OF TWO (2) YEARS.**

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## OVERVIEW OF THE MUNICIPAL DEMARCATION BOARD (MDB)

1. The MDB is a constitutional independent authority responsible for the determination of municipal boundaries. MDB derives its mandate in terms of Section 155(3)(b) of the constitution and Local Government: Municipal Demarcation Act(MDA) 27 of 1998 Section 4 to determine municipal Boundaries independently. In addition to the determinations and re-determinations of municipal boundaries, the MDB is also mandated by legislation to declare the district management areas; to delimit wards for local elections; and to assess the capacity of municipalities to perform their functions.

## OUR VISION

2. "To be the leading demarcation authority".

## OUR MISSION

3. To deepen democracy and to facilitate the socio-economic transformation of the country for the benefit of its citizens by:
  - 3.1. Enabling and facilitating a system of developmental local government, through the determination of municipal and ward boundaries that enhances the quality of life of communities;
  - 3.2. Providing advisory services, in municipal boundary matters, to state entities and other stakeholders; and
  - 3.3. Being a spatial knowledge hub on all municipal and ward boundary matters.

## OUR VALUES

- Impartiality

- Transparency
- Excellence
- Inclusivity
- Integrity

## **INTRODUCTION**

4. MDB wishes to appoint a suitably qualified layout/ graphic design specialist required by the Stakeholder Management and Communications unit on an as and when basis for the period of two (2) years.
5. Service provider will be required to do the design, layout and printing of **ALL** of MDB's IEC material will empower its key stakeholders and members of the public on the work done by the MDB in addressing spatial configuration through its various interventions.

## **BACKGROUND INFORMATION AND RATIONALE**

6. In conducting its mandate, the Board places society at the heart of its work in an effort to improve and strengthen public participation. The introduction of IEC material with key messages will assist in educating the public on the work done by the MDB, whilst promoting the positive impact and successes achieved by the Board. The material will be made available to **ALL** stakeholders around the country through various communication channels as listed below:
  - Design conceptualization and application to various platforms
  - Internal Newsletters
  - Brochures
  - Posters
  - Inserts
  - Pamphlets
  - Booklets / magazines
  - Advertisements
  - Advertorials
  - Invitations
  - Programmes for events
  - Manuals
  - Designs to be applied to promotional material
  - Information booklets
  - Annual Reports
  - Cartoon booklets
  - Design for online media (facebook, twitter, website etc.)
  - Other

## **SCOPE AND METHODOLOGY**

### **7. Objectives**

7.1. To develop IEC material that captures the positive impact that MDB has made in the lives of people through its various interventions.

### **8. Audience**

8.1. Primary Audience: The IEC material is targeted at all citizens of South Africa. It must be in simple and understandable language. Other key stakeholders include:

- Parliament of South Africa
- Minister for Corporative Governance and Traditional Affairs (COGTA)
- Members of Executive (MEC) for Local Government
- South African Local Government Association (SALGA)
- Independent Electoral Commission (IEC)
- National House of Traditional Leaders (NHTL)
- Statistics South Africa
- Municipalities
- Communities
- Ward councillors
- Municipality speakers
- Provincial Houses of Traditional Leaders (PHTL), traditional councils etc.
- Key influencers (Academics, Opinion writers)
- Media
- Internal Stakeholders

### **9. Methodology**

9.1. The service provider will be required to find suitable stock photographs, graphics, cartoons to compliment the articles/ content in instances where such is required.

9.2. Service provider to supply client with electronic and full colour printed proofs on request.

9.3. Supplier to be able to supply relevant artwork to be utilised on ALL MDB electronic/web and social media platforms. Copywriting, editing, proofreading of IEC material.

### **10. Expected Deliverables and Outcomes**

10.1. Based on the scope of work, upon receiving written satisfaction from Stakeholder Management and Communications unit, the final project/ product will be completed and delivered to the Municipal Demarcation Board.

## **11. Governance and Accountability**

11.1. The Stakeholder Management and Communications unit will have overall supervision of the service provider's day to day performance to ensure it fully complies with the terms of the contract.

## **12. Monitoring and Progress Controls**

12.1. The service provider will report weekly or from time to time as required or necessary against the approved delivery schedule / work plan to the MDB on the following:

- 12.1.1. Delivery of specific outputs and outcomes;
- 12.1.2. Delivery of specific milestones;
- 12.1.3. Progress between milestones, in comparison with the proposal;
- 12.1.4. Matters requiring the attention of the various stakeholders; and
- 12.1.5. Advice on the matters listed above and others on own initiative.

12.2. A reporting routine and format must be agreed in advance with the MDB. Quality and professionalism must at all times be at the highest level. The selected consultant/s must ensure the quality of all outputs. Any deficiencies in quality or non-compliance with these terms of reference will be dealt with in terms of the contract.

## **13. NOTES TO BIDDERS**

- 13.1. Failure to accept these conditions will result in your proposal being excluded from the evaluation process.
- 13.2. The MDB will not be liable to reimburse any costs incurred by the bidder during the tender process.
- 13.3. Evaluation of tenders will be carried out by a Tender Evaluation Committee. The evaluators will, if necessary, contact bidders to seek clarification of any aspect of the tender.
- 13.4. Bidders should identify any work they are currently carrying out or competing which could cause a conflict of interest and indicate how such conflict could be avoided.

## **14. PAYMENT TERMS**

- 14.1. The successful supplier will be paid after each project. Administration fees and travelling costs must be included in your quotation.
- 14.2. The MDB undertakes to pay valid invoices in full within 30 (thirty) days from the date of invoice for work done as per SLA.

**VALIDITY OF PROPOSALS**

- 15. The Bidder is required to confirm that it will hold its proposal valid for ninety (90) days from the closing date of submission, during which time it will maintain the original proposal submitted.

**APPOINTMENT, COMMENCEMENT AND DURATION**

- 16. The service provider will be appointed effective from the date of signing the SLA and shall be terminated as soon as the contract concludes.

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

- 17. It is an absolute requirement that the taxes of the successful bidder MUST be in order, or that suitable arrangements must have been made with SARS.

**QUALITY ASSURANCE REVIEWS OF THE WORK**

- 18. The successful bidder shall ensure that all work conforms to the signed SLA.

**AUTHORISED DELEGATE (S)**

- 19. Nothing as stipulated in these terms of reference may be amended without the written confirmation of the Chief Executive Officer of the MDB and/or the Chief Financial Officer.

**COMPLIANCE WITH MINIMUM REQUIREMENTS**

- 20. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Bids with obvious deviations from the requirements/conditions will be eliminated from Stage 1 of the evaluation process.

**EVALUATION CRITERIA**

- 21. The first stage of the evaluation process will be to evaluate bidders based on functionality.

For purpose of evaluating functionality, the following values will be applicable:

<b>1=</b>	<b>Poor</b>	Do not meet the requirements
<b>2=</b>	<b>Average</b>	Will partially fulfil the requirements
<b>3=</b>	<b>Good</b>	Will be able to fulfil the requirements
<b>4=</b>	<b>Very Good</b>	Will be able to adequately fulfil the requirements
<b>5=</b>	<b>Excellent</b>	Will fulfil the requirements exceptionally well

Functionality rating will be assessed against the following criteria:

CRITERION	WEIGHT	Rating 1-5
<b>Competencies</b>		
<ul style="list-style-type: none"> <li>• Design programme used by designer: eg – Freehand, CS5 and above In-design Corel draw 13 and above Illustrator; Adobe Photoshop; Adobe Acrobat</li> <li>• Attach <b>minimum of five</b> different recent samples of similar work done i.e. Annual Report, Newsletter, Brochure, posters, etc.</li> <li>• Production management skills (including print process and management) – indicate whether printing is in-house or sub-contracted and proof to be submitted</li> <li>• Proof of art: cartooning, graphics and line art</li> <li>• Company profile or designer’s profile in full colour (please note that the MDB reserves the right not to return the profile)</li> </ul>	50%	5 = Proposal submitted with all competencies 4 = Proposal submitted with 4 competencies 3 = Proposal submitted with 3 competencies 2 = Proposal submitted with 2 competencies 1 = Proposal submitted with 1 competency
<b>Company Experience</b>		
Minimum of 5 years relevant design, layout, editing and printing industry experience	30%	5 = Above 5 years' experience 4 = 5 years 3 = 4 years 2 = 3 years 1 = 2 and below
Contactable references		5 = 5 contactable references 4 = 4 contactable references 3 = 3 contactable references 2 = 2 contactable references 1 = No contactable references
<b>Project Leader Education</b>		
Minimum Bachelor's degree in Graphic Design, Project Management or equivalent	20%	5 = Honours degree and above

CRITERION	WEIGHT	Rating 1-5
<b>Competencies</b>		
Proof of qualifications		4 = Bachelors degree 1-3 = No qualification  5 = Proof of qualification included  1 = no proof provided

**Additional information**

- Technical abilities to work at client premises as and when required by the client at Eco Origins Office Park, Block C1, 349 Witch-Hazel Street, Highveld, 0157, Centurion (please note that the majority of the work will be done per electronic correspondence);
- Administrative and transport cost should be included in the quotation;
- Must be able to work under pressure including **weekends** and **public** holidays
- Must be in position to come to the MDB with their equipment to make changes when required to do so (majority of work will be done per electronic correspondence)
- Be able to work under pressure (tight deadlines) which may include after office hours, weekends and public holidays
- Supply of print ready PDFs or other formats that are required by MDB or the printer

**ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY**

22. Bidders who fail to meet the minimum score of **70 points out of 100** points in stage 1(Functionality) shall not be considered for evaluation in terms of Stage 2 (Price and B-BBEE).

**POINTS AWARDED FOR PRICE**

23. The 80 preference points system for price would be utilised for procurement with a contract value above R500 000.
24. The following formula will be applied:

$$Ps = 80[1- (Pt- Pmin) /Pmin]$$

Where:



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

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

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

Service providers are to submit their price quotation based on price sheet below. Failure to do so will result in immediate disqualification.

DESCRIPTION: LAYOUT & DESIGN		UNIT	PRICE
1.	Conceptualization (three different ideas from which client will choose)	Per project	
2.	Layout and design	Per page	
3.	Colour proofs per design	Per page	
4.	Authors corrections	Per page	
5.	Stock photographs, Graphics, or line Art	Per item	
6.	Cartoons	Per item	
7.	Cartoons series (approximately 6 – 8 cartoons per page including cartoons and text boxes)	Per page	
8.	CD: Copy to disk	Per CD	
9.	**Printing of IEC material (newsletters, Annual reports, pamphlets, posters, etc)	Per copy	
		<b>SUB-TOTAL</b>	
		<b>VAT</b>	
		<b>TOTAL</b>	
		<b>(VAT INCLUSIVE)</b>	

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT**

25. Provisions of the Preferential Procurement Policy Framework Act (PPPFA) and its 2017 Regulations will apply in terms of awarding the points.

The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points claimed (80/20 system)
1	20
2	18
3	14
4	12

5	8
6	6
7	4
8	2
Non-compliant contributor	0

26. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE ratings claim.
27. Bidders who do not submit their B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
28. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bidder.
29. The B-BBEE Status Level Verification Certificates submitted must be issued by a SANAS accredited Verification Agency.
30. Valid DTI Sworn Affidavits will also be accepted.

**NOTE:**

31. It is only the equity ownership of the tenderer in the capacity of prime contractor that is considered in this formula.
32. Where a joint venture partnership tenders as a prime contractor, the joint venture agreement must state the percentage of the contract value that will be managed or executed by the parties thereto. In this regard the adjudication points for HDI equity ownership shall be calculated on the pro rata contribution of each of the parties to the joint venture partnership.

**FORMAT AND SUBMISSION OF THE PROPOSAL**

33. All the official forms (SBD) must be completed and signed in all respects by the bidder. Failure to comply will invalidate a bid.
34. Bidders are kindly requested to submit **THREE (3)** copies of the technical proposal, **ONE (1)** original copy and **TWO (2)** copies.
35. Bidders are further requested to separate financial proposal from technical proposal.
36. The complete submission must be returned to:

Municipal Demarcation Board

Eco Origins Office Park, Block C1, 349 Witch-Hazel Street, Highveld, Centurion

Attention: Supply Chain Management Unit

by no later than Friday 28 September 2018 at 11h00

37. To ensure that bid proposals are **NOT** tampered with during the Bid Evaluation Process, bid proposals must consist of at least three (3) hardcopies (one being original) and one (1) electronic copy (CD).

### **DISCLAIMER**

38. Whilst the MDB is issuing this Request for Proposals (RFP) in good faith, it reserves the right to cancel the selection process and reserves the right not to select or appoint any of the bidders to the RFP and is also not obliged to provide reasons for the rejection of any proposals.

39. The MDB also reserves the right:

39.1. To reduce / increase the required service during the contract period. Thirty (30) days written notice to be given.

39.2. Not to consider any proposals that do not conform to any aspect of the bidding requirements, as well as request further information from any bidders after the closing date.

39.3. To cancel this tender and or any part thereof at any time.

### **TERMINATION OF THE CONTRACT**

40. Any amendment or waiving of the stipulations of the SLA must occur in writing by mutual consent between the MDB and the successful bidder.

### **BIDDERS NOTIFICATION**

41. The SCM Unit will publish the outcomes of the tender process on all relevant tender information mediums.

### **CONTACT DETAILS**

- For all related queries, please contact the Supply Chain Management Unit in writing Ms Naome Kalamane [Naome@demarcation.org.za](mailto:Naome@demarcation.org.za).
- Should you require any further information or clarity on the specifications please contact Ms Bulelwa Mbali-Khoele [bulelwa@demarcation.org.za](mailto:bulelwa@demarcation.org.za).
- Alternatively on 012-342 2481 between 08:00 to 16:00 Mondays to Fridays.
- For additional information visit the MDB website [www.demarcation.org.za](http://www.demarcation.org.za).



## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MUNICIPAL DEMARCATION BOARD					
BID NUMBER:	MDB003-2018-2019	CLOSING DATE: 2018-09-28		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE GRAPHIC DESIGN, LAYOUT, EDITING AND PRINTING SERVICES OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL FOR A PERIOD OF TWENTY FOUR (24) MONTHS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Block C1 Eco Origin					
349 Witch-Hazel Avenue					
Highveld					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Naome Kalamane		CONTACT PERSON	Ms Bulelwa Mbali- Khoele	
TELEPHONE NUMBER	012 342 2481		TELEPHONE NUMBER	012 342 2481	
FACSIMILE NUMBER	012 342 2480		FACSIMILE NUMBER	012 342 2480	
E-MAIL ADDRESS	Naome@demarcation.org.za		E-MAIL ADDRESS	bulelwa@demarcation.org.za	
<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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <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>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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 BELOW.					

**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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable



**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid number.....
Closing Time 11:00 .....	Closing date.....

OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: .....
- At: .....
  
- Brand and model .....
- Country of origin .....
  
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

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

\*Delete if not applicable



**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: MDB003 – 2018/2019
CLOSING TIME 11:00	CLOSING DATE: 28 September 2018

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

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3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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

R.....  
 R.....  
 R.....  
 R.....  
 R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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

R..... days  
 R..... days  
 R..... days  
 R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder: .....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid .....
- 7. Estimated man-days for completion of project .....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department: MUNICIPAL DEMARCATION BOARD

Contact Person: MS NAOME KALAMANE

Tel: 087 150 4419 (direct)  
012 342 2481 (switchboard)

Fax: 012 342 2480

E-mail address: [Naome@demarcation.org.za](mailto:Naome@demarcation.org.za)

Or for technical information –

Contact Person: MS BULELWA MBALI KHOELE

Tel: 087 150 4450 (direct)  
012 342 2481 (switchboard)

Fax: 012 342 2480

E-mail address: [bulelwa@demarcation.org.za](mailto:bulelwa@demarcation.org.za)

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, 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 authorised representative declare his/her position in relation to the evaluating/adjudicating authority 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 or persons for or on whose behalf the declarant 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 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 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 evaluation and or adjudication of this bid? **YES / NO**





**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR 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

May 2011

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

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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?            (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>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?            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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

SBD 8

**CERTIFICATION**

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

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**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:

\_\_\_\_\_

(Name of Institution)

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

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<sup>3</sup> 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.

<sup>3</sup> 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.

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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