



PART A: TECHNICAL SPECIFICATIONS AND CONDITIONS

COMPANY NAME:

Requirements

SUPPLY AND REPAIR RUGBY CLOAKROOMS AT VAN DER STEL SPORTS GROUNDS

Official: Andre Gabriels @ Andre.Gabriels@stellenbosch.gov.za or via telephone 021 808 8163/
082 727 9705

Scope of Work

1. Replace Safety gate at guard house 38x38 frame inserts 19mm
2. Painting room with Cream Plascon PVA
3. Repair and fit marantie door @ clubhouse locks and hinges
4. Repair electrical plugs and light switches
5. Fix and fit cells in store room (wood)
6. Supply and fit fluorescent double lights LED - (4 feet)
7. Painting doors and frame with clear varnish
8. Fit and supply aluminium door office with municipal logo on glass
9. Repair fit safety gate trolley door white 1.7x 2m

A compulsory site meeting will be held on the 22nd of April 2021 at 10h00 at Van der Stel Sports Ground.

Signed quotations must be submitted to – Astrid.Luyt@Stellenbosch.gov.za on or before 26 April 2021 @ 12h00 with reference **VANDERSTEL01** in the subject line.

PART A: Pricing schedules

Itemised description of work	Qty	Price
Supply and repair Rugby Cloakroom Van der Stel sports grounds		
Replace Safety gate at guard house	1	R
Painting room with Cream Plascon PVA	20L	R
Repair and fit marantie door @ clubhouse	1	R
Repair electrical plugs and light switches	3	R
Fix cells in room in store room	6	R
Supply and fit fluorescent double lights LED	2	R
Painting doors and frame with clear varnish	SUM	R
Repair aluminium door office with municipal logo on glass	1	R
Repair fit safety gate trolley door	1	R
Labour + Overhead		
Sub total		
5% Contingency		
Total before VAT		
15% VAT		
Total after VAT		

Your prices must include all costs (transport, profit etc.)

This price (Price after VAT) on this page, must be the same price on the breaking down on prices as well as your price on your company's letterhead

The following conditions will apply:

Price quoted must be itemised as listed in the specifications.

You must be registered on Stellenbosch Supplier database and CSD when submitting quote.

References must be listed in the table provided if it is applicable

Provide your own Security for the duration of this project

OHS and any other legislation applicable must be adhered to for the duration of the contract.

Completeness of this document and duly signed.

Signed quotations must be submitted to – Astrid.Luyt@Stellenbosch.gov.za on or before 26 April 2021 @ 12h00 with reference VANDERSTEL01 in the subject line. Contact person at SCM; Astrid Luyt at 0218088511

Non adherence to these conditions will automatically lead to disqualification.



PART B: PRICE SCHEDULE, BREAKDOWN

COMPANY NAME:.....

1. COST OF MATERIAL

Type of material to be used	Measure	Price

Total cost of material:.....

2. COST OF LABOUR

Type of labour to be used	Rate	Price

Total cost of labour:.....

3. COST OF OVERHEAD EXPENSES

Type of overhead expenses applicable	Price

Total for cost of overhead expenses:.....

***SUM TOTAL OF QUOTE: (1 + 2 + 3) = R.....

Please indicate duration for completion of project

5 working (days)



PART C: PRICE QUOTATION ON COMPANY LETTERHEAD

Attach quotation on your letterhead on this page.

Your quotation must include the following:

	<u>Tick YES</u>	<u>Tick NO</u>
1. Company name and registration number		
2. Address		
3. Contact details		
4. Contact person		
5. Date		
6. Quotation number		
7. Our reference number		
8. Stellenbosch SCM contact person with details		
9. CSD and Stellenbosch Municipality Supplier Database number		
10. Description of work		
11. Price with VAT indicated		
12. Price quoted must be in accordance with the items as listed in the specifications		
13. Signed by authorised person		

Please note: Quotes will only be accepted if it adhere to all these requirements.



PART D: MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

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.

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. takes 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. cancels 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.

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.

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.

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 Stellenbosch 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.
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 consortium³ 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.
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.

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.*

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholder's members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES ☐ / NO ☐

3.8.1 If yes, furnish particulars.

.....

3.9 Have you been in the service of the state for the past twelve months? YES ☐ / NO ☐

3.9.1 If yes, furnish particulars

¹MSCM 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) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ / NO ☐

3.10.1 If yes, furnish particulars:
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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 ☐

3.11.1 If yes, furnish particulars:
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES ☐ / NO ☐

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 ☐

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 ☐

3.14.1 If yes, furnish particulars:.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder