PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	**FQ/SM 71/21**	CLOSING DATE:	**01 April 2021**	CLOSING TIME:	**14:00**
DESCRIPTION	**FUTURE DEVELOPMENT OF THE RHENISH COMPLEX**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)* **Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.**					

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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (1 – 20)	

[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]

ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A **SANAS** ACCREDITED AGENCY; OR

A CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A **SANAS** ACCREDITED AGENCY

ORIGINAL EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF

***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]
CRS no	*TOTAL BID PRICE (Brought forward from MBD 3.1)*		**R**
SIGNATURE OF BIDDER	……	*DATE*	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	DEPARTMENT	Planning Directorate
CONTACT PERSON	Ms. L Linders	CONTACT PERSON	Bernabe De La Bat
TELEPHONE NUMBER	021 808 8522	TELEPHONE NUMBER	021 808 8653
E-MAIL ADDRESS	Lindsay.Linders@stellenbosch.gov.za	E-MAIL ADDRESS	Bernabe.DeLaBat@stellenbosch.gov.za

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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.**

2. TAX COMPLIANCE REQUIREMENTS

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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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 BID INVALID.

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

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: FQ/SM: 71/21

REQUEST QUOTATION DESCRIPTION: FUTURE DEVELOPMENT OF THE RHENISH COMPLEX

CLOSING DATE: 01 April 2021

TIME: 14:00

Bid documents can be obtained from the Supply Chain Management Unit, 1ST floor, Plein Street , Stellenbosch 08h00 and 15:00. A non-refundable fee of R50-00 is payable to Stellenbosch Municipality. Alternatively, the bid documents can be downloaded from our website at www.stellenbosch.gov.za by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Lindsay Linders	021 808 8522	Lindsay.Linders@stellenbosch.gov.za
Technical enquiries	Bernabe De La Bat	021 808 8653	Bernabe.DeLaBat@stellenbosch.gov.za

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for 60 days after bid closing.

Bids must be submitted in a sealed envelope. The quotation number and quotation description must appear on the outside of the envelope. Bidders that fail to adhere to this requirement will be disqualified at the bid opening.

Bids must be deposited in the **bid box**, located at the entrance of the Municipal Offices of Stellenbosch Municipality, Ground floor, Plein Street , Stellenbosch, by no later than the date and time as specified above. This quotation box is open 24/7. Telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Supply Chain Management Conference room at the 1st Floor , Room 101B, Plein Street , Stellenbosch. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system as prescribed by the Preferential Procurement Regulations 2017 (government gazette no. 40553)

Prospective bidders must familiarise themselves with the content of Stellenbosch Municipality's Supply Chain Management Policy and must be registered on the **Central Supplier Database (CSD)** if they wish to conduct business with the municipality. The General Conditions of Contract is applicable.

GM METTLER
STELLENBOSCH MUNICIPALITY

AUTHORITY TO SIGN A BID

SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

COMPANIES AND CLOSE CORPORATIONS

If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?	YES		NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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, shareholder[2]): ……..

3.4 Company Registration Number: ……

3.5 Tax Reference Number: ……

3.6 VAT Registration Number: ……

3.7 The names of all directors / trustees / shareholders 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 _____

_____

[1]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) 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

AFFIDAVIT

NAME AND SURNAME:_____

GENDER: **M/F**

ID No: _____ LANGUAGE: _____

HOME ADDRESS_____

_____ TEL NR: _____

WORK ADDRESS: _____
TEL NR: _____

I declare that

- ☐ I do **not** have property registered in my name with Stellenbosch Municipality and/or any other municipality for services/ rates etc.
- ☐ That I do not have any municipal account that is in arrears to my knowledge.
- ☐ That all my municipal accounts are paid in full.
- ☐ That all agreements entered into, to pay back the amounts that are in arrears are honoured monthly.
- ☐ That all my municipal accounts are not in arrears for more than 90 days.

I KNOW AND UNDERSTAND THE CONTENTS OF THIS STATEMENT
I HAVE NO OBJECTION TO TAKING THE PRESCRIBED OATH
I CONSIDER THE PRESCRIBED OATH TO BE BINDING ON MY CONSCIENCE

_____
SIGNATURE OF DEPONENT

I CERTIFY THAT THE ABOVE MENTIONED STATEMENT WAS TAKEN BY ME AND THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THE STATEMENT. THIS STATEMENT HAS BEEN SIGNED AND SWORN TO ON MY PRESENCE AT _____ (place) ON _____

_____
SIGNATURE (COMMISIONER)

_____
FULL NAME AND SURNAME
Commissioner of Oaths
Signature & stamp

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B- BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the **80/20 points** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) B- BBEE Status Level of Contribution.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

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

2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

2.3 "**B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

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

2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less .

2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 **"non-firm prices"** means all prices other than "firm" prices;

2.13 **"person"** includes a juristic person;

2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

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

5. POINTS AWARDED FOR B- BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B- BBEE status level of contribution in accordance with the table below:

B- BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 Bidders who qualify as EMEs in terms of the B- BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B- BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1. AND 5.1

7.1 B- BBEE Status Level of Contribution: …… = …… (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? **YES / NO (delete which is not applicable)**

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? **……%**

(ii) the name of the sub-contractor? **…….**

(iii) the B-BBEE status level of the sub-contractor?**……..**

(iv) whether the sub-contractor is an EME? **YES / NO (delete which is not applicable)**

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm: ……..

9.2 VAT registration number: ……..

9.3 Company registration number: ……..

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:-
   a) abused the municipality's/municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   b) been convicted for fraud or corruption during the past five years;
   c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

ITEM	QUESTION	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the audi alteram partem rule was applied).	**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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	**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:		

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**
4.5.1	If so, furnish particulars:		

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 BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… **……**
SIGNATURE **DATE**

…… **……**
POSITION **NAME OF BIDDER**

DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS
Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and attach a copy of their municipal account(s) which are not older than 90 days. (Refer MBD 4 paragraph 4)
Name of account holder: …… Account number: …… Name of account holder: …… Account number: …… Name of account holder: …… Account number: ……

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS
Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS
Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,……., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

…….. ……

Signature for and on behalf of the bidder Date

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.*

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)

6. I have read and I understand the contents of this Certificate;

7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

9. 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;

10. 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.

11. 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.

12. 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.

[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.

13. 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.

14. 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.

15. 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**

RESPONSIVENESS AND EVALUATION CRITERIA

1. **RESPONSIVENESS CRITERIA**

No bid will be considered by Stellenbosch Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

a) Bidders must ensure that they are registered on the Central Supplier Database (CSD), if they wish to conduct business with the Municipality.

b) Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Nicolene Hamilton	021 8088594	Nicolene.hamilton@stellenbosch.gov.za

2. Stellenbosch Municipality will reject a bid in terms of the following:

a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this of any other municipality or municipal entity, are in arrears for more than three months (90 days).

b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.

3. The following completed documents must be submitted or provided as part of the bid submission:

a) Copy or Certified valid B-BBEE Status Level Verification Certificate or sworn affidavit. Bidders who do not submit a B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.

b) Completed and signed declaration of interest form (MBD 4).

4. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.

5. The awarding of this bid is subject to the following:

a) Relevant technical specifications as stated in this bid document;
b) Attendance of compulsory site meetings, as may be applicable;
c) Proper completion of this bid document and signing of declarations
d) Documents as indicated in MBD 1.
e) Any special conditions of contract as stipulated in this bid document.

6. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

7. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**

a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract;

b) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

8. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**

9. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
   a) If the bid is not sealed;
   b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
   c) if the bid is not completed in non-erasable ink; or
   d) if the name of the bidder is not stated, or is indecipherable

10. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

11. The official bid document must be fully completed in indelible ink.

12. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.

13. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.

14. The bidder must adhere to the pricing instructions.

15. The Bidder's details must be provided.

16. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.

17. The bid must comply with all the minimum technical specifications.

18. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

19. **EVALUATION OF BIDS**

   a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000 and the Preferential Procurement Regulations of 2017.

   b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.

PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

The following minimum specifications are applicable and must be complied with.

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

All tenders received will be evaluated in terms of the Municipal Supply Chain Management Regulations, PPPFA, the Stellenbosch Municipality Supply Chain Management Policy and relevant specifications.

None compliance to specification will invalidate your offer

Task	This procurement process is aimed at appointing a service provider to assist the Department of Spatial Planning with the following; 1. The evaluation and analysis of all existing planning and planning related documentation, current lease agreements and any documentation as it relates to the future utilization of the Rhenish Complex, its buildings and open space, the Braak and public spaces around the Braak including the potential linkage of Church Street with the Braak and Rhenish Complex; 2. The identification of and exploratory discussions with Interested and Affected Parties as it relates to their understanding and ideas for the future use of the Rhenish Complex and gardens including the keeping of notes and minutes of such discussions. 3. The preparation and drafting of professional urban design proposals **based on the existing studies and proposals** linked to the preferred future use of the buildings, gardens and/or portions of buildings/gardens as well as other public space which might have an impact on the Rhenish Complex. 4. Drafting a framework for the Rhenish complex and surrounding properties linking the site to the historical centre and public space such as Die Braak, Dorp Street, Church Street etc. 5. The preparation of an urban design report and power point presentation with illustrations summarizing and motivating the future use of the Rhenish Complex.
Background	Council is the owner of several heritage properties. Council resolved in 2017 inter alia that a “heritage portfolio” must be established and categorised Voorgelegen, Rhenish and Transvalia as category A heritage properties. The Voorgelegen and Rhenish Complex was donated to the Stellenbosch Municipality by the Provincial Department of Public Works. Following the donation, lease agreements were entered into with the Stellenbosch Museum, Stellenbosch Reklamevereniging and The Miniature Museum. The Stellenbosch Museum was to relocate from the Voorgelegen Complex to the Rhenish complex.

	The Rhenish Complex comprises of a grouping of historic buildings and associated spaces and gardens bounded by Market Street, the Braak, Herte Street and Dorp Street in central Stellenbosch. Over the years numerous studies and surveys have been done on the Rhenish Complex. The common thread emerging from all the studies being the emphasis on the exceptional potential of the precinct to contribute to the rejuvenation and further development of the centre of Stellenbosch town. The Rhenish complex, the Braak, and other adjacent buildings current heritage status is "Grade 1 National Heritage Landscape", the only of its kind in the Stellenbosch region. Hence Council resolved at their meeting of 28 October 2020 to; (a) Take note of the numerous studies and planning over the years that were done on the Rhenish Complex without any noticeable implementation of the approved recommendations. (b) Approve the request of the Directorate: Planning & Economic Development to investigate the development potential of all municipal owned and holdings within the demarcated areas as depicted within the boundaries of Dorp-, Herte-, Alexander-, Market-, Bird- and Mill Street for economic opportunities to kick start the development of the entire Rhenish Complex; (c) Allow the abovementioned investigation into the development method of the Council owned holdings to consider the context of the surrounding spaces in the town centre; and (d) That the proposed investigation be done within three months after which a report with a request for the advertisement of the proposals be tabled to Council to enable the phased implementation of such proposals.
Discussion	Several municipally initiated and supported studies and development frameworks have focused on the complex and its surrounds over preceding years. These include: Stellenbosch Conservation Strategy; Kruger Roos; 1997. Die Braak, Voorlopige Ontwikkelingsraamwerk & Rekonstruksie; Kruger Roos, 1997; Stellenbosch Historical Centre, Mill Square and Surrounds; Kruger Roos, 1998. Heritage Study, Binnetuin Park, Stellenbosch; Pistorius and Harris, 2005 Het Erfgoedbeleid van Stellenbosch. Het opstellen van ondersteunende komen – Die Braak en het Rijnse Complex als katalysator; Carton & Ryckeboer, 2012. Kerkstraat Sluiting, Piet Louw & Dave Dewer, 2020 Proposals call for the utilization of the Braak, Mayor 2019 In 2014, during the 14th International Winelands Conference 2014 "Innovation for the Urban Age" – which included the first conference of the Urban Design Institute of South Africa – the Rhenish complex and the Braak was the focus of a special design charrette, attended by a number of international and local built environment thinkers and practitioners. The workshop, curated by the

Stellenbosch Heritage foundation, highlighted the exceptional potential of the precinct to contribute in many ways to the regeneration and further development of Stellenbosch town.

Despite this considerable focus, the Rhenish complex and its surrounds possibly remains the most neglected and underutilised heritage asset in Stellenbosch. Notwithstanding its central location, and varied spaces, large and small, public, and more secluded, few citizens have reason – or are encouraged – to go there.

From the above introduction there can be little doubt that the Rhenish Complex as a whole is of significant cultural and heritage importance and is an invaluable asset for the town that demands proper maintenance and appropriate utilization. The Rhenish complex already contains the pre-conditions for a significant cultural precinct and associated regeneration. These include highly valued historic buildings and spaces in an accessible location to all citizens and visitors, and a range of space options, open and enclosed, large, and small, and varying in its degree of public exposure.

One of the reasons that the Rhenish Complex did not receive the attention that it deserves may be due to the ad hoc approach taken by the municipality in utilizing the asset. Over the years various lease agreements were entered into without a strategy guiding the municipality in optimally utilizing the property. There seems to be a lack of a proper coherent vision and strategy for the area despite recognition of its strategic importance.

Due to its history and central location in the heart of the village – which coincides with the core of the tourist attraction - it is essential that the use of this property be considered as a whole. The linkages of the Rhenish Complex with the rest of the historical village i.e. Mill Square, Die Braak and the future pedestrianization of Church Street and Dorp Street make this aspect of developing a vision and strategy of the property even more important. Without comfortable, safe, and active access to the open space and gardens, it will remain a hidden gem.

Arguably, the Rhenish complex already contains the pre-conditions for a significant cultural precinct and associated regeneration. These include:

- Highly valued historic buildings and spaces in an accessible location to all citizens and visitors.
- A range of space options, open and enclosed, large and small, and varying in its degree of public exposure or privacy.

Added to the specific attributes of the Rhenish complex, a number of contextual characteristics of Stellenbosch the broader should contribute to a successful cultural precinct.

As custodians of this exceptional property the responsibility to preserve, maintain and utilize the property for the citizens of Stellenbosch falls squarely on the shoulders of the municipality. However, with very little revenue generation at present, it will be very difficult for the municipality to do so in an appropriate way without forming partnerships. To fully realise the potential of the Rhenish

	complex and environs, it is believed best for the municipality to seek a private partner to develop and manage the complex within a management and development framework set by the municipality. Partnerships are also more evident in conservation and cultural development initiatives. Given pressure to fulfil other public demands, there appears to be a downward trend in the direct resourcing and funding of conservation efforts by government world-wide. At the same time, there is an increasing realisation that the conservation of the historic urban environment poses specific and urgent challenges that require a multidisciplinary approach, where conservation actions are embedded within economic, social, cultural, and environmental development strategies. As a result, the private sector is increasingly playing a pivotal role in these processes.
Purpose	The purpose of the project is to propose to Council various concrete measures, potential development opportunities, potential partnerships and projects to consider and implement in order to ensure the appropriate use of the heritage buildings and public spaces in and around the Rhenish Complex to create a vibrant and positive public asset in the centre of the historical core that will unlock and promote tourism and economic opportunities in a financially sustainable way.
Scope	The successful Service Provider will firstly be required to study all existing planning, urban design and heritage reports to obtain a good understanding of its context, proposals and requirements, analyse the reports and identify synergies contained therein. Secondly, through a process of public participation with current lessees and all Interested and Affected Parties new ideas, proposals and potential arrangements must be identified as to the utilization of the Rhenish Complex. Thirdly, the contextual situation and possible linkages as well as potential development opportunities adjacent and linking with the Rhenish Complex must be investigated in order to make the site more accessible to visitors, pedestrians and users of the area. Finally, draft and produce an urban design proposal and report based on the information obtained in the existing studies and input from Interested and Affected Parties containing the preferred proposals for the future sustainable use of the buildings as well as a broader framework for the area linking the site to the historical centre and public spaces such as Die Braak, Dorp Street, Church Street etc.

Accreditation/ Experience **(Service Providers who do not comply to the requirements will be disqualified)**	The preferred Service Provider must be an experienced, practising professional urban designer and/or architect registered with the relevant Quality Assurance Body/Institution. Provide and submit the following information: a) **Sufficient** proof/evidence of relevant accreditation/ registration with a Quality Assurance Body/Institution. b) Company profile. c) CV's are required with **highlighted** years of experience and contactable references (proof required) d) At least 10 years of experience in the field of Urban Design/Architecture preferable in a historical or cultural heritage environment.
Timeframes	The final urban design and report must be submitted to the Director: Planning and Economic Development by no later than **30 June 2021.** Please note that the urban design plans will be uploaded on the Esri Database. In order to do that please note the following requirements: • The coordinate system shall be projected on the datum: Hartebeeshoek1994 and Transverse –Mercator, WGS84. • All datasets created or obtained within or from third party organizations must ALWAYS have updated metadata; This is incompliance of Spatial Data Infrastructure Act54 of 2003 section 12. • The spatial data must be delivered in an Esri Geodatabase format. Not in a shapefile format. An information meeting and discussion regarding the scope of works and expectation must be held with the municipality within two (2) weeks after the appointment of the Service Provider is finalised. Following on the information meeting an initiation report setting out the workflow of the project must be submitted to the Director within two (2) weeks. A Project Close Out Report should be submitted on completion of the project. **Adherence to Timeframes must be stipulated in the quotation.**
Project Cost	a) All the abovementioned activities must be included in the price.

	b) Price must include meetings, facilitation, assessments of existing reports, synthesising and drafting of urban design frameworks and proposals, reports and all administrative costs associated with the project. c) Keeping of notes, minutes etc. d) **All other expenses** (e.g. administration) must be included.
Adequate Insurance	The provider shall be liable for its own insurance and hereby indemnifies Stellenbosch Municipality against any liability, loss, claim or proceedings consequent upon loss of or damage to any moveable, or immovable or personal- property or private property which occurred during the contract period.
Contract Management	The tender is subject to the following **monitoring mechanisms**: 1. Monthly progress meetings and performance agreements 2. Site visits

PROPOSAL SUBMISSION REQUIREMENTS:

The tenderer is required to submit a detailed proposal demonstrating his or her understanding and interpretation of the project and set out the project approach in preparing the report and urban design, failing which his/her tender will be disqualified. Proposals must include:

1. References of previous work undertaken.
2. Experience and qualifications of service provider (proof of qualifications).
3. Understanding and interpretation of the project.
4. Proposed approach to the project.
5. Programme of all activities contemplated.
6. Cost breakdown and payment schedule.

The proposal must be of an acceptable quality and the applicant must illustrate a good understanding/conceptualisation of brief.

EVALUATION AND ADJUDICATION OF THE TENDER

Evaluation of the tender will be determined according to the following schedule **(70% minimum required for each of 1 and 2 below):**

CRITERIA: 1. Qualifying Requisites	**Points: MAX 100 / category**
1. Contactable references required • 1-3 relevant references for similar projects • 4 -8 relevant references for similar projects • 8 + relevant references for similar projects	 40 70 100
2. Experience as professional Urban Designer/Architect (number of years) • < 5 years' in practise • 5 - 10 years' in practise • > 10 years' in practise	 40 70 100
3. Number of Professional Urban Designers/Architects employed in the firm • 0 – 1 urban designers/architects • 2 – 3 urban designers/architects • > 3 urban designers/architects	 40 70 100
CRITERIA: 2. Functionality	**Points: MAX 100 / category**
Report by service provider demonstrating his/her understanding, interpretation and proposed approach to undertaking the project.	40

• Unsatisfactory understanding and interpretation of the project and design approach. • Good understanding and interpretation of the project and design approach. • Exceptional understanding and interpretation of the project and design approach.	70 100

Applicants who do not meet the minimum qualifying score of 70 points for Functionality will not be considered.

Note: It should be noted that the service will commence in 2020/2021 financial year.

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

…….. ……..

Name (print) **Signature**

…….. ……..

Capacity **Date**

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.

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

Name of bidder: ……	**Quotation number:** ……
Closing Time: ……	**Closing Date:** ……

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Pricing schedule –Firm prices

Note: Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

Description	Duration	Price Excluding 15% VAT
Appointment a service provider to assist the evaluation and analysis of all existing planning and planning related documentation	Once off	R……..
Subtotal		
15% VAT		
Total Bid Price		

NB: Stellenbosch Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget, R200 000 threshold applicable.

Note: All cost must be included in price, and prices must be firm for the duration of the project within the above-mentioned threshold.

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

- **Does offer comply with specification?** ***YES/NO**
- **If not to specification, indicate deviation(s)** **……**
- **Is price firm for duration of contract** ***YES/NO**
- **Period required for service delivery** **……..**

VALUE ADDED TAX

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Stellenbosch Municipality is **4700102181**

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 90 days			
9. Signed declaration for understanding and complying with technical specifications			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)…….……CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

…….. **……**

Name (print) **Signature**

……. **……**

Position **Date**