



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	FQ/SM 42/23	CLOSING DATE:	06 October 2022	CLOSING TIME:	14:00
DESCRIPTION	RELOCATION OF OFFICE FURNITURE AND EQUIPMENT				
Clarification meeting will held on Friday 30 th September 2022 at 10:00 Human Resources, Boardroom, 3rd Floor, Absa Building, Plein Street, Stellenbosch.					
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]					
<u>ORIGINAL</u> B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <u>SANAS</u> ACCREDITED AGENCY; OR					
<u>A CERTIFIED COPY</u> OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <u>SANAS</u> ACCREDITED AGENCY					
<u>ORIGINAL</u> 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	Property Management	
CONTACT PERSON	Ms. L Linders		CONTACT PERSON	Theresa Benjamin	
TELEPHONE NUMBER	021 808 8522		TELEPHONE NUMBER	021 – 808 8153	
E-MAIL ADDRESS	Lindsay.Linders@stellenbosch.gov.za		E-MAIL ADDRESS	Theresa.Benjamin@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:



PART A: REQUIREMENTS IN TERMS OF REGULATORY FRAMEWORK

1. Invitation to bid (MBD 1)
2. Quotation conditions
3. Authority to sign a bid
4. Declaration of interest (MBD 4)
5. Preference claim form in terms of the Preferential Procurement Regulations 2017 (MBD 6.1)
6. Declaration of bidder's past supply chain management practices (MBD 8)
7. Certificate of independent bid determination (MBD 9)
8. Certificate for municipal services and payments to service providers
9. Responsiveness criteria

PART B: TECHNICAL SPECIFICATIONS, PRICING SCHEDULE AND CHECKLIST

10. Technical specifications
11. Pricing schedule (MBD 3.1)
12. Checklist for completeness



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: FQ/SM: 42/23

REQUEST QUOTATION DESCRIPTION: RELOCATION OF OFFICE FURNITURE AND EQUIPMENT

CLOSING DATE: 06 October 2022

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	Theresa Benjamin	021 808 8153	Theresa.Benjamin@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:	



1. Taxes and duties

- 1.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 1.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 1.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 1.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

2. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

3. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

4. Prohibition of restrictive practices.

- 4.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 4.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 4.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)



GENERAL CONDITIONS

1. Sealed FQ's, with the **"FQ Number and Title"** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. FQ's that are deposited in the incorrect box will not be considered.
- 2.2. Mailed, telegraphic or faxed FQ's will not be accepted.
- 2.3. Documents may only be completed in non-erasable ink.
- 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 3.2 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**.
- 3 Any FQ received after the appointed time for the closing of FQ's shall not be considered but shall be filed unopened with the other FQ's received or may be returned to the Tenderer at his request.
- 4 FQ's may not be telefaxed to the Municipality and therefore any FQ's received by fax will **not** be considered.
- 5 FQ's shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
- 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
- 7 This bid will be evaluated and adjudicated according to the following criteria:
 - 7.1 Relevant specifications
 - 7.2 Value for money
 - 7.3 Capability to execute the contract
 - 7.4 PPPFA & associated regulations



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 / 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 _____

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



**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.

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & \text{or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = 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 bids¹ 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 consortium³ 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 or 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) NO correction fluid/tape may be used
- e) 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.

SPECIFICATIONS FOR RELOCATING FUNITURE TO NPK BUILDING IN STELLENBOSCH

1. PURPOSE

The purpose of the memo is to provide the SCM Section with specifications for the appointment of a service provider for relocation of office furniture and equipment through a FQ process.

2. BACKGROUND

2.1 Identification of needs

The newly upgraded NPK building has reached practical completion and various departments must relocate to the building.

2.2 Need to appoint a Service Provider

Stellenbosch Municipality seeks to appoint a competent service provider for the relocation of office furniture, documentation and equipment for the planned relocation of offices from various departments to the NPK Building, on the corner of Ryneveld and Plein Streets, Stellenbosch.

Note: The majority of the offices, from which the furniture, documentation and equipment are relocated from is in a radius of approximately 500 meters from the NPK building.

3. SCOPE OF WORK

3.1 Items to be moved includes the following:

- Office furniture such as tables, desks, chairs, cabinets, bookcases, notice boards, etc.
- Office equipment such as computers, printers, scanners, screens, etc.
- Documentation such as files, box files, books, plans, stationary, etc.
- General items such as fridges, kettles, microwaves, pots, plants, painting (Framed and unframed), cutlery and crockery etc.



3.2 The following is expected of the Service provider

- Determine the logistics of the relocation with the representatives of Stellenbosch Municipality,
- Disassembly of furniture and equipment and reassembly at new location (NPK Building),
- Supply special wrapping for computers and other sensitive office equipment as well as artwork.
- It is the responsibility of the service provider to package all items listed above,
- Use every care to load, transport and unload all furniture, equipment and documentation.
- Service providers must have closed vehicles for the protection of all goods to be removed (not less than a 10-ton truck),
- Service providers must have a on site manager when the relocation will take place.
- Relocation cannot take longer than 5 days (weekdays).
- Service providers must take full responsibility for any damages.
- All bidders must show a clear understanding of the requirement of confidentiality
- Service provider must adhere to take responsibility for the provisions of the OHS Act whilst busy with the move
- **Note: The NPK Building comprises of 4 floors. All items listed must be relocated via the stairs (there is no lifts available at this stage).**

4. MINIMUM REQUIREMENTS

Bidders should provide full detail of at least 3 projects of **similar size and nature** that were successfully completed during the past 3 years. Failure to provide such information **will** invalidate his/her offer.

5 COMPULSORY BRIEFING SESSION

Clarification meeting will held on Friday 30th September 2022 at 10:00 Human Resources, Boardroom, 3rd Floor, Absa Building, Plein Street, Stellenbosch.



CORPORATE SERVICES:

PA Office

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: office fo the Corporate Director

Office Nr: R00941

Item	Barcode	Quantity
Telephone	25734	1
L-Shape Desk	42082	1
Computer	46836	1
Cabinet	21846	1
visitors chair	42082	1
office chair		1

Kitchen:

Directorate: Corporate Services

Department: kitchen

Office Nr: R00937

Item	Barcode	Quantity
salton kettle	85792	1
Microwave	17384	1
toaster	1502	1
Bar Fridge	17862	1

Directors Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department:Director Corporate Services

Office Nr: R00944

Item	Barcode	Quantity
Table	17872	1
HP printer - officejet Pro 8610	42346	1
Printer table	51700	1
Visitors chairs	17690 and 17843	2
Bar Fridge	51774	1
Coffee table	40853	1
small desk next to the main desk	31701	1
Main desk	40860	1
safe	37818	1
cabinet	4206	1
coat stand	20319	1



Legal Services:

Directorate: Corporate Services

Department: legal Services

Office Nr:

Item	Barcode	Quantity
Visitors chair	42061 and 42033	2
filling cabinet	40254, 17674, 20933, 17698 and another matching filling cabinet which I could not see the bar code	5
Desk	61076	1
chair	59736	1
Bar Fridge	51772	1
coffee table	22980	1
boardroom table	17835	1
chairs	17859, 17899, 17648, 17656, 17629, 17645, 17827	1
Coat stand		1

Legal Secretary:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: legal secretary

Office Nr: R00937

Item	Barcode	Quantity
Desk	30541	1
Chairs	23066	1
telephone line	30120	1
cabinet	43833 and 13049	2



Boardroom:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: corporate services boardroom

Office Nr: R00937

Item	Barcode	Quantity
boardroom table	40215	1
Chairs	40202, 40204, 40206, 40201, 40209, 40211, 40212, 40210, 40203, 40213, 40208, 40207, 40214, 40205,	14
TV monitor	484461	1
telephone	50691	1
Projector	17205	1
coffee machine	27542	1
coffee table	17619	1

Printing Lobby:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: corporate services printing lobby

Office Nr:

Item	Barcode	Quantity
Printer - A87GWYA023973		1
PLANT TABLE	17659	1
Chairs		2



Office Administrator:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: corporate services boardroom

Office Nr: R00942

Item	Barcode	Quantity
Desk	17688	1
Chair	60102	1
Visitor chair	62026	1
telephone	38481	1
Shredder	40241	1
Paper cutter	40286	1
Sealer	40268	1
combi binder	51615	1
Laptop	57957	1
Computer	39857	1
bin	no barcode	1
cupboard	42060	1
double plug	no barcode	1

Committee Services:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: corporate services boardroom

Office Nr: 403

Item	Barcode	Quantity
Desk	02512	1
Desk	27130	1
Chair	no barcode	1
telephone	27365	1
Computer	no barcode	1
heater	no barcode	1

Babalwa

Item	Barcode	Quantity
Desk	12219	1
desk 2	no barcode	1
Chair	no barcode	1
telephone	38660	1
Computer	60491	1
Bin	no barcode	1



Theresa

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Item	Barcode	Quantity
Desk table	2625	1
Chair	64039	1
Desktop screen	59445	1
Laptop	53344	1
Huge printer	AA6U02003230	1
Very small table	12936	1
very small table	2932	1
very small desk	22515	1
Small shredder	2964	1
Telephone	37509	1

PROPERTY MANAGEMENT:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Office Nr: Theresa Benjamin

Item	Barcode	Quantity
Chair Visitors	19517	1
Chair Visitors	19519	1
Cabinet Wood 2 Door	13024	1
Credenza	10033	1
Desk Wood	22758	1
Credenza	22999	1
Telephone Digital	30109	1
Laptop	57969	1
Highback Chair – Black Contract Fabric	no barcode	1
Mobile pedestal	Mobile pedestal	1

Mandlenkosi

Item	Barcode	Quantity
cupboard	19080	1
Chair	42022	1
visitor Chair	42036	1
visitor Chair	42073	1
Fridge	62965	1
Printer brother	s4102	1
stand coat and hat steel	s1621	1
laptop	48432	1
lamp	17097	1
docking station	48434	1
credenza	23696	1
telephone	38519	1
Desk	42021	1



Lorelle Adams

Item	Barcode	Quantity
Desk		1
Chair	62947	1
Cupboard	30750	1
Cupboard	48017	1
Cupboard	13131	1
Cupboard	30785	1
Cupboard	19010	1

Manager Properties

Item	Barcode	Quantity
Cupboard	32958	1
Desk	19267	1
Chairs	13689	1
Visitor Chair	62947	1
Credenza desk		1

HR Kitchen:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr: R00959

Item	Barcode	Quantity
Telephone	38271	1
Microwave	37203	1
Credenza	03930	1

HR Reception Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr: R00946

Item	Barcode	Quantity
Telephone	54666	1
Headset	46846	1
L-Shape Desk	48532	1
Computer	50850	1
Cupboard		1
Copy Machine 1		1
Copy Machine 2		1
Coffee Table	22882	1
4 Chairs		4
Shredder		1
1 Cupboard		1



Reception Area:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr:

Item	Barcode	Quantity
Chairs	17746	5
	17744	
	17796	
	22681	
	17763	
Cupboard	51454	1
Shredder	51700	1

SHRM Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr: R00957

Item	Barcode	Quantity
Chairs	22671	4
	54675	
	48535	
	48534	
Bookshelf		1
Table (Round)	51453	1
Desk/Credenza	61066	1
Bar Fridge	42790	1
Telephone	30511	1
Dock in station	48677	1
Computer Screen	54118	1
Bookshelf	13204	1
3 drawer	18383	1



Admin:

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OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Item	Barcode	Quantity	Office Nr
Trudene			R00489
LAPTOP	57968		1
DESK	48528		1
CABINET	20348		1
CHAIR	48512 17736		2
PHONE	61068		1
COMPUTER SCREEN	54201		1
DOCKING STATION	57937		1
SMALL CABINET	48529		1
Sizeka			R00946
COMPUTER	56862		1
DESK	48504		1
FILING CABINET	27521		1
WOODEN DUST BIN	43476		1
DESK DRAWERS	13199		1
TELEPHONE	38420		1
CHAIR	48518		1
Pheliswa			R00946
Computer	50870		1
Telephone	38456		1
Desk	51655		1
Chair	48524		1
Cupboard	43106		1
White board	43103		1
Raoul			R00946
Desk –	48521		1
Computer –	56875		1
Telephone –	48693		1
Lose Cabinet –	181110		1
Chair –	48525		1



Labour Relations:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Section: Labour Relations

Department: Human Resources Management

Directorate: Corporate Services			
Item	Quantity	Bar Code	Office Nr
Office of Manager Labour Relations:			R00934
Office Desk (Cherry)	1	17686	
Office Cupboard (Cherry)	1	17105	
Office Cupboard (Cherry - Glass Doors)	1	48447	
DELL Laptop	1	57933	
Office Rest Chair (Cherry & Black Leather)	1	19752	
Office Rest Chair (Cherry & Black Leather)	1	3285	
Officer Telephone (Black)	1	38734	
Laptop Dock station	1	57942	
HP Desk Top & Keyboard	1	50846	
Labour Relations Officer:			R00935
4 Draw Cabinet	1	37921	
Office Desk	1	51452	
Desktop Computer & Keyboard	1	63458	
Office Chair (Red & Black)	1	48522	
Foot Rest	1	47984	
Office Telephone (Black)	1	38455	
Principal Clerk: Labour Relations:			R00935
Office Desk	1	22919	
Office Desk	1	32963	
Desktop Computer and Keyboard	1	63469	
Office Telephone (Black)	1	38401	
Office Pouch	1	27544	
Office Coffee Machine	1	48456	
Office Chair (Black & Red)	1	48430	
Office Chair (Black & Red)	1	29905	
Office Chair (Cream)	1	17634	
Office Chair (Cream)	1	21816	
Office Cupboard (Cherry)	1	29161	
Office Cupboard (Cherry)	1	48419	
Office Cupboard (Cherry)	1	21478	
Recorder	1	50600	



Recruit:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr:

Item	Barcode	Quantity	Barcode
Lucretia Koegelenberg			R00266
Office Desk	50598	1	
Office Chair	48505	1	
Desktop	No barcode	1	
Telephone	56250	1	
Chriszelda	62380	1	
Kassie	17664	1	
Evan Williams			
Office Desk	29807	1	
Office Chair	48507	1	
Desktop	56805	1	
Telephone	54444	1	
Lisa Patience			
Office Desk	48063	1	
Office Chair	54916	1	
Desktop	50849	1	
Telephone	51656	1	
Lanese September			
	48526		
Office Desk (x2)	48527	2	
Office Chair	48516	1	
Desktop	39885	1	
Telephone	38250	1	

Open Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr: R00485

Item	Barcode	Quantity
Desk	48531	1
	21455	
Chairs (x2)	54922	2
Printer	30321	1



OHS:

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OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Corporate Services

Department: Human Resources Management

Office Nr: R00485

Item	Barcode	Quantity
Shiella		
Cupboard	62332	1
Desk	21404	1
Computer Screen	62334	1
Chair	48458	1
Laptop	39439	1
Dock-in-Station	39437	1
Phone	38548	1
HP Printer	13645	1
Brother Printer	20705	1
Filling Cupboard (4drawers)	17042	1

Porcia		
Cupboard	29908	1
Table	17705	1
Computer Screen	56809	1
Chair	51654	1
Phone	38536	1

Skills:

BOARD WHITE WRITING	BOARD WHITE WRITING
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
TELEPHONE DIGITAL	TELEPHONE DIGITAL
TELEPHONE DIGITAL	TELEPHONE DIGITAL
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE
HEADSET	HEADSET
CHAIR HIGHBACK SWIVEL/TILT UPHOLSTERED WITH ARMS	CHAIR HIGHBACK SWIVEL/TILT UPHOLSTERED WITH ARMS
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
CHAIR MIDBACK SWIVEL/TILT UPHOLSTERED WITH ARMS	CHAIR MIDBACK SWIVEL/TILT UPHOLSTERED WITH ARMS
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR	NOT VERIFIED IN 2021
CUPBOARD ROLLER DOOR	CUPBOARD ROLLER DOOR
TABLE TELEPHONE WITH 1 DRAWER	TABLE TELEPHONE WITH 1 DRAWER

CHAIR CONFERENCE	CHAIR CONFERENCE
BOARD WHITE WRITING	BOARD WHITE WRITING
TELEPHONE DIGITAL	TELEPHONE DIGITAL
DESK WOOD	DESK WOOD
CREDENZA	CREDENZA
BOARD WHITE WRITING	BOARD WHITE WRITING
CHAIR TYPIST	CHAIR TYPIST
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE DELL
BOARD WHITE WRITING	BOARD WHITE WRITING
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
CREDENZA ROLLER DOOR	CABINET WOOD
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
CABINET WOOD 2 DOOR	CABINET WOOD 2 DOOR
TELEVISION FLATSCREEN PANASONIC	TELEVISION FLATSCREEN PANASONIC
CHAIR TYPIST	CHAIR TYPIST
BOARD FLIP ON STAND	STAND FLIP STAND
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
SCREEN PROJECTOR	NOT VERIFIED IN 2021
TABLE WOOD STEEL LEGS	NOT VERIFIED IN 2021
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
COMPUTER MONITOR/CPU ALL-IN-ONE	COMPUTER MONITOR/CPU ALL-IN-ONE HP
PROJECTOR DATA OPTIMA	PROJECTOR DATA OPTOMA
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
TABLE WOOD STEEL LEGS FOLDING	TABLE WOOD STEEL LEGS FOLDING
CHAIR TYPIST	CHAIR TYPIST
CHAIR TYPIST	CHAIR TYPIST
CHAIR TYPIST	CHAIR TYPIST
CHAIR TYPIST	CHAIR TYPIST
CHAIR TYPIST	CHAIR TYPIST
CHAIR TYPIST	CHAIR TYPIST
BOARD FLIP ON STAND	STAND FLIP CHART
BOARD FLIP ON STAND	STAND FLIPCHARD
TABLE WOOD STEEL LEGS	TABLE WOOD STEEL LEGS



HR Committee Room:

Location	Asset Code	Qty	Description
	20003	1	CHAIR CONFERENCE
	20018	1	CHAIR CONFERENCE
	20026	1	CHAIR CONFERENCE
	20027	1	CHAIR CONFERENCE
	20030	1	CHAIR CONFERENCE
	20036	1	CHAIR CONFERENCE
	20047	1	CHAIR CONFERENCE
	20049	1	CHAIR CONFERENCE
	20052	1	CHAIR CONFERENCE
	20056	1	CHAIR CONFERENCE
	20059	1	CHAIR CONFERENCE
	20063	1	CHAIR CONFERENCE
	20073	1	CHAIR CONFERENCE
	20082	1	CHAIR CONFERENCE
	20090	1	CHAIR CONFERENCE
	62379	1	CHAIR CONFERENCE
	21442	1	MACHINE COFFEE MAKER
	61067	1	TABLE WOOD STEEL LEGS

HR Consultant Room:

Directorate: Corporate Services
Department: Human Resources Management
Office Nr: R00487

Item	Barcode	Quantity
Desk		1
Chairs (x2)	17818 42398	2



PLANNING AND ECONOMIC DEVELOPMENT:

Manager L van Stavel:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning & Economic Development

Department: Integrated Human Settlements

Office Nr: R00822

Item	Barcode	Quantity
TABLE WOOD ROUND	38565	1
CREDENZA	38566	1
TABLE WOOD	38567	1
DESK WOOD	38568	1
CHAIR VISITOR	38959	1
CHAIR VISITOR	38963	1
CHAIR VISITOR	38968	1
CHAIR VISITOR	38969	1
CHAIR MIDBACK SWIVEL/TILT WITH ARMS	30296	1
FRIDGE BAR	New	1
STAND COAT AND HAT	45357	1
CHAIR VISITOR LEATHER	50138	1
CHAIR VISITOR LEATHER	54714	1

Integrated S. Boardroom:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning & Economic Development

Office Nr: R00836

Item	Barcode	Quantity
TABLE SERVING	30273	1
TABLE BOARDROOM	38247	1
CHAIR BOARDROOM	38551	1
CHAIR BOARDROOM	38552	1
CHAIR BOARDROOM	38553	1
CHAIR BOARDROOM	38554	1
CHAIR BOARDROOM	38555	1
CHAIR BOARDROOM	38556	1
CHAIR BOARDROOM	38557	1
CHAIR BOARDROOM	38558	1
CHAIR BOARDROOM	38559	1
CHAIR BOARDROOM	38560	1
CHAIR BOARDROOM	38561	1
CHAIR BOARDROOM	38562	1
CHAIR BOARDROOM	38563	1
CHAIR BOARDROOM	38564	1



Manager BDM:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning & Economic Development

Department: Development Planning

Office Nr: R00795

Item	Barcode	Quantity
Steel storage Filing Cabinet	50773	1
3 Drawer Wood Oak pedestal	31552	1
2 Drawer Oak Credenza	56485	1
Black Hi-Back Office Chair	57460	1
Black Material Visitor chair	40524 40520	2
Oak Systems Cupboard	50768	1
Oak Desk in 4 parts (8 legs)		1
10 boxes Stationary + Files		
Household (Groceries)		

Boardroom B Old Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning & Economic Development

Department: Development Planning

Office Nr: R00801

Item	Barcode	Quantity
Boardroom Oak Table	03724	1
Black Material Chair	40518	8
Black Material Chair	40522	
Black Material Chair	40527	
Black Material Chair	40523	
Black Material Chair	40525	
Black Material Chair	40521	
Black Material Chair	40526	
Black Material Chair	40519	
Pin Board	31544	1

Front Kitchen old Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning & Economic Development

Office Nr: R00792

Item	Barcode	Quantity
Silver 2 Door Fridge	51857	1
Silver Microwave		1
Crockery and Cutlery		



Back Kitchen old office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Development Planning

Office Nr: R00799

Item	Barcode	Quantity
KIC Fridge		1
LG Microwave	19948	1
Crockery and Cutlery		

Snr. Manager Land Use Management:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00797

Item	Barcode	Quantity
Round Table	31434	1
Chairs	03550	
	03543	4
	03383	
	19184	
High-Back Office Chairs	57423	1
Office Desk Drawer	54681	1
Bookshelf	43604	1
Coat Hook	62118	1
Telephone	37581	1
Computer Screen	57862	1
Docking Station	56381	1
Small Sliding credenza	54691	1
3 Door filing cabinet	47634	1
White board	51825	1
Office Desk	47678	1



Foyer old Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00791

Item	Barcode	Quantity
Couch	47642	1
Grey Chairs with Red Pillows	47098	4
	47297	
	47892	
	47683	
4 Piece Round table set	47643	1 (4)
	47676	
	47647	
	47284	
Big Foyer Mat		1

Boardroom A Old Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00793

Item	Barcode	Quantity
Hisense Flatscreen TV	50989	1
Boardroom Tables	26526	2
	03555	
Orange + Black Chairs	03384	16
	03466	
	03541	
	03544	
	03545	
	03547	
	03549	
	03551	
	03552	
	03553	
	19161	
	43366	
	48021	
	48022	
	54677	
	no barcode	



Coffee Maker	21415	1
BDM Microwave	51856	1
Credenza with sliding door	42917	1
Water Dispenser	60052	1
Table	04452	1
Flip Board with paper	40123	1
Projector		1

Manager LUM: Old Office:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00805

Item	Barcode	Quantity
Office Desk	03711	1
Desk Drawer	31536	1
Computer Screen	48382	1
Table	47171	2
	47172	
Cupboard	41917	1
High-Back Office Chair	48398	1
Visitors Chairs	43278	2
	No Barcode	
Telephone	62908	1
Docking Station	61491	1



Open Plan

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00798

Item	Barcode	Quantity
Plan Table	47145	2
	47146	
Plan Table Chairs	47188	12
	47189	
	47190	
	47191	
	47192	
	47193	
	47194	
	47195	
	47196	
	47197	
	47198	
	47199	
Oak Cabinet	25817	1
White Cabinet	43603	1
Binder	13623	1
Oak Table	54690	1
4 Drawer Oak - Filing Cabinet	39595	10
	39563	
	39548	
	39567	
	39549	
	39565	
	39599	
	39589	
	39587	
	39535	
Office Chairs	57488	29
	57402	
	43401	
	04394	
	19881	
	40554	
	55819	
	43336	



	48024	
	54697	
	47708	
	63737	
	63740	
	54694	
	63738	
	54795	
	37711	
	39598	
	31725	
	40509	
	63741	
	19150	
	48333	
	63739	
	62116	
	54693	
	42929	
	43335	
	55155	
	04887	
	40936	
	51860	
Carpet Protectors		6
Big Screen Monitors	57046	
	57201	
	57202	5
	57011	
	57032	
Printing Paper cabinet	42944	
Steel shelves	50773	2
	50774	
Office Printers (Big)		2



Open Space:

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OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00796

Item	Barcode	Quantity
Notice Boards	40330	2
	22568	
Stationary Cupboards	42916	3
	42920	
	40850	
Office Printer (Big) BDM Admin		1
Small filing Cabinet	04439	1
Office Printer (Big)		1

MPT:

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00803

Item	Barcode	Quantity
2 Door Cupboards	30184	2
	43466	
Filing Cabinet	43275	1

Safe:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr: R00800

Item	Barcode	Quantity
Milk (Boxes)		
Paper A4, A3 etc		
Description		



OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Land Use Management

Office Nr:

Item	Computer Equipment	boxes
Stiaan Carstens	Screen/LT/DS/Mouse/Keyboard/Telephone	
Joy Julius (2) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	6
Chrizzle Kriel (3) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	4
Kaylin Coetzee (4) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	10
Marina Lubbe (5) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	10
Lenacia Kamineth (6) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	7
Odile Sims (7) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	0
Rodney Adams (8) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Hylton Daniels (9) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Babalwa Nkongo (10) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Shafiek Valentyn (11) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Lincoln Africa (12) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Khaniysa Mapitiza (13) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Aubrey Langeveldt (14) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Robert Fooy (15) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Eugene Kennedy (16) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	1
Errol Williams (17) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Thuthula Mazana (18) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Nopinki Dafeti (19) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Nolusindiso Momoti (20) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Salome Newman (21) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Thulisa Ndawo (22) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	1
Gerrit Goosen (23) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Bongiwe Zondo (24) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Akhona Gwintza (25) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Bulelwa Mdoda (26) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Nicole Katts (27) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Ulrich von Molendorf (28) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	3
Louisa Ollyn (29) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Pedro April (30) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Nkosentsha Ndebele (31) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	1
Clayton Otto (32) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	1
Donnadene Nicolas (33) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Dillon Williams (34) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Alicia Ncanywa (35) 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	2
Customer Interface Officer LUM (Ground Floor)	Screen/LT/DS/Mouse/Keyboard/Telephone	VACANT
Senior Building Inspector 1st Floor	Screen/LT/DS/Mouse/Keyboard/Telephone	VACANT



Directorate: Planning and Development

Department:

Item	Quantity	Bar Code	Office Nr
Filing Cabinet	2	41995 41994	129 Dorp Street
Office Chairs	2		129 Dorp Street
Visitors Chairs	2	37209 37213	129 Dorp Street
Drawer	1	37236	129 Dorp Street
Office desk	1	37235	129 Dorp Street
Coat hanger	1	18260	129 Dorp Street
Coffee table	2	22108 35658	129 Dorp Street
Cupboard	1	6743	129 Dorp Street
Bar fridge	1	39430	129 Dorp Street
Projector	1		129 Dorp Street

Manager Economic Dev:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Development Planning

Office Nr: 129 DORP STREET

Item	Barcode	Quantity	Office NR.
CABINET	22827 56081	2	129 Dorp Street
Office Chairs	60063	1	129 Dorp Street
Heater	63713	1	129 Dorp Street
Office desk	17577	1	129 Dorp Street
Bar fridge	39920	1	129 Dorp Street
Visitors Chairs	56098 62407	2	129 Dorp Street
Credenza with sliding door	20318 03456	2	129 Dorp Street



Kitchen Dorp Street:

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OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Development Planning

Office Nr: Kitchen Furniture

Item	Barcode	Quantity	Office NR.
Fridge	30366 6004	2	Dorp Street
Microwave	60060 19063 63508	3	Dorp Street
Urn	60061	1	Dorp Street
Snackwicher	63506 63509	2	Dorp Street
Toaster		2	Dorp Street
Kettles		3	Dorp Street
Filter coffee machine	19200	1	Dorp Street

Director Planning:

OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Director's office

Office Nr:

Item	Barcode	Quantity	Office NR.
Cabinet	41918 54678	2	129 Dorp Street
Visitors Chairs	37233 37232	2	129 Dorp Street
Office Chairs	29469	2	129 Dorp Street
Office Desk Drawer	54681	1	129 Dorp Street
Desk printer	54245	1	129 Dorp Street
Drawer	31562	1	129 Dorp Street
Heater	59252	1	129 Dorp Street
Office Desk	31548	1	129 Dorp Street
Hisense Flatscreen TV		1	129 Dorp Street
Boardroom table + 6 chairs	37248	1	129 Dorp Street
Cupboard	37234	1	129 Dorp Street



OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department: Development Planning

Office Nr: 131 Dorp Street

Item	Barcode	Quantity	Office NR.
Coat Hanger	03490	1	131 Dorp Street
Table	03556	1	131 Dorp Street
Bar fridge		2	131 Dorp Street
Cupboard	38897 38777	2	131 Dorp Street
Coffe table		1	131 Dorp Street
desk with drawers	38800	1	131 Dorp Street
Visitor Chairs	42911 42910	2	131 Dorp Street
Credenza with sliding door			131 Dorp Street
Office Chair	42913	1	131 Dorp Street
Desk printers	43001	1	131 Dorp Street
Drawer	18013	1	131 Dorp Street
Safe	25432	1	131 Dorp Street
Small coffee table	43367	1	131 Dorp Street
Visitor Chairs	43308 18549 18531	3	131 Dorp Street
Cupboard with glass doors	42903 42902	2	131 Dorp Street
cupboards	42906 42904	2	131 Dorp Street
Drawer	40938		131 Dorp Street



OFFICE EQUIPMENT AND FURNITURE ASSET REGISTER - 2022

Directorate: Planning and Development

Department:

Office Nr:

Item	Computer Equipment
Anthony Barnes	Screen/LT/DS/Mouse/Keyboard/Telephone
Zikhona Lukani	Screen/LT/DS/Mouse/Keyboard/Telephone
Craig Alexander	Screen/LT/DS/Mouse/Keyboard/Telephone
Tammey-Lee Cloete	Screen/LT/DS/Mouse/Keyboard/Telephone
Bernabe De La Bat	Screen/LT/DS/Mouse/Keyboard/Telephone
Viola Anthony	Screen/LT/DS/Mouse/Keyboard/Telephone
Chantel Hauptfleisch	Screen/LT/DS/Mouse/Keyboard/Telephone
Barbara_Anne Heining	Screen/LT/DS/Mouse/Keyboard/Telephone
Katherine Robinson	Screen/LT/DS/Mouse/Keyboard/Telephone
Kaizer Makati	Screen/LT/DS/Mouse/Keyboard/Telephone
Mduduzi Nhleko	Screen/LT/DS/Mouse/Keyboard/Telephone
Lesley van Gensen	Screen/LT/DS/Mouse/Keyboard/Telephone
Sharon Pedro	Screen/LT/DS/Mouse/Keyboard/Telephone
Thandeka Ndwalaza	Screen/LT/DS/Mouse/Keyboard/Telephone
Carmen Saville	Screen/LT/DS/Mouse/Keyboard/Telephone
Nadine van der Rheede	Screen/LT/DS/Mouse/Keyboard/Telephone

Note: It should be noted that the service will commence in 2022/2023 financial year.



Does your offer comply with these specifications? - Indicate YES or NO

1.1 Bidder's declaration

I, _____ (bidder's name) representative of _____ (company name) hereby confirm reading and understanding above mentioned requirements of this tender and is in full agreement with these terms and conditions.

Signature: _____

Date: _____

RIGHTS OF THE MUNICIPALITY

The Municipality reserves the right to accept any quote or part thereof and may adjust the extent of the job.

The approved bidder must sign an indemnity form to accept the responsibility for any damages, loss of life, injuries or loss caused by his/their action to any municipal property, equipment or accessories. All insurances to cover the above mentioned, are for the contractors account. Successful contractors will indemnify the municipality against any claim that may arise from their operations.

Disclaimer: I hereby exempt Stellenbosch Municipality against any claim(s) for damages that may arise in the execution of thus formal quotation/tender/quotations in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

Signed:

Date:

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.

<p>NOTE:</p> <ol style="list-style-type: none">Only firm prices will be accepted. Non-firm prices will not be considered.All delivery costs MUST be included in the bid price, for delivery at the prescribed destination.Document MUST be completed in non-erasable black ink.NO correction fluid/tape may be used.<ol style="list-style-type: none">In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.<ol style="list-style-type: none">In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.
--

PRICING SCHEDULE

DESCRIPTION	PRICE
INDICATE NUMBER OF DAYS FOR COMPLETION(DAYS)	
Hourly Rate	R
Sub-Total (Excl. VAT)	R
Plus: 15 % VAT	R
TOTAL TENDER AMOUNT	R



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