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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: RFQ Provision of Urgent Verbatim Transcription Services – Afrikaans Audio Recording

Kindly furnish me with a written quotation for the service indicated above and as depicted in the document.

The quotation must be submitted on the letterhead of your business with completed MBD supporting documentation and emailed to **adeline.ramadie@stellenbosch.gov.za** and **scm.quotes@stellenbosch.gov.za** by not later than **12 August 2026 at 11h00**.

Disclaimer: Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the ORIGINAL Sworn Affidavit must be submitted by hand within 48 hours of submission of quote (the original sworn affidavit is valid for the year therefore it must be delivered by hand and will be kept on file for the year.) Please ensure that the municipal statement of account of the all the directors and of the company are also submitted (Not older than 90 days)

The following conditions will apply:

- No quotations will be accepted from service providers who are not registered on the Centralised Supplier Database (CSD). For enquiries regarding registration on CSD, contact Nicolene Hamilton at Tel no: 021 808 8594 or nicolene.hamilton@stellenbosch.gov.za
- Price(s) quoted must be valid for at least thirty (30) days from closing date of this request.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- All quotations must be accompanied by the enclosed MBD documents. The enclosed Declaration of interest (MBD 4), Preference points claim form in terms of the Preferential Procurement Regulations 2022 and NEW Stellenbosch Preferential Procurement Policy 2026/27 (MBD 6.1), Declaration of bidder's past Supply Chain Management practices (MBD 8) and Certificate of Independent Bid Determination (MBD 9), must be scrutinized, duly completed and submitted together with your quotation.
- **Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the ORIGINAL Sworn Affidavit must be submitted by hand (the original is valid for the year therefore it must be delivered by hand and will be kept on file for the year.)**
- Late or faxed quotations will not be considered.
- The Municipality reserves the right to withdraw any invitation to quote and/or to re-advertise.
- The Municipality does not bind itself to accept the lowest quotation, part of a quotation or any quotation.
- **Where brands are mentioned – similar or equivalent will be considered, submit details**
- Quotations are based on supply and delivery
- Quotations are subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

Failure to comply with these conditions may invalidate your offer.

NB: NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

MSCM regulations: "in the service of the state" means must be -

- a) a Member of -
 - (i) any municipal Council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of province;
- 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



DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED)

Name of firm / entity / enterprise	
Trading as (if different from above)	
CSD number	MAAA.....
Postal address of enterprise / Business	Line 1 : _____ Line 2: _____ Town/City _____ Postal code: _____
Physical address of enterprise / Business	Line 1 : _____ Line 2: _____ Town/City _____
Contact details of the person signing the bid, being duly authorised to do so:	Name: _____ Telephone: _____ Cellular : _____ E-mail address: _____
Contact details of the person responsible for overseeing contract performance :	Name: _____ Telephone: _____ Cellular : _____ E-mail address: _____
Company income tax number	
Tax Compliance Status System PIN issued by SARS	
VAT registration number	
Company registration number	
Banking details	Name of account holder: _____ Name of bank: _____ Account number: _____ Branch code: _____



SPECIFICATIONS

Provision of Urgent Verbatim Transcription Services – Afrikaans Audio Recording

1. Background

The Municipality requires the services of a suitably qualified and experienced transcription service provider to transcribe an audio recording made by an employee in connection with a labour-relations matter.

The recording is approximately **53 minutes and 19 seconds (53:19)** in duration and is predominantly/entirely in **Afrikaans**.

Due to the nature of the matter, the transcript may be utilised for purposes of an internal investigation and/or disciplinary proceedings and may potentially be required in subsequent proceedings before the SALGBC, CCMA or Labour Court. It is therefore imperative that the transcription is undertaken accurately, impartially, confidentially and in a manner that preserves the evidentiary integrity of the recording.

2. Scope of Services

The appointed service provider will be required to:

1. Receive and securely process the Municipality's audio recording.
2. Listen to the entire recording, including all portions of the recording, and prepare a full, verbatim transcription in Afrikaans.
3. Transcribe the recording word-for-word, without summarising, paraphrasing, interpreting or altering the substance of what is said.
4. Accurately record, where reasonably discernible:
 - the identity of each speaker;
 - questions and answers;
 - interruptions;
 - repetitions;
 - incomplete sentences;
 - relevant pauses;
 - audible non-verbal responses where material;
 - instances where persons speak simultaneously; and
 - other material features of the recording relevant to establishing an accurate record.
5. Where a portion of the recording is genuinely inaudible or unintelligible, clearly indicate this in the transcript, for example [inaudible], [unclear] or [overlapping speech], rather than attempting to guess or reconstruct the words.
6. Where speaker identification cannot reasonably be established, identify the speaker neutrally, for example Speaker 1, Speaker 2, etc., pending confirmation by the Municipality.
7. Include time stamps at appropriate intervals and/or at significant changes in speaker, particularly where this would assist in locating statements on the original recording.
8. Ensure that the transcript corresponds precisely with the audio recording and that no material portion of the recording is omitted.
9. Review and proofread the completed transcript against the original recording before submission.
10. Provide the Municipality with a signed Certificate of Accuracy confirming that:
 - the service provider listened to the entire recording;
 - the transcript is a true and accurate verbatim transcription of the recording to the best of the transcriber's ability;
 - no material portion has knowingly been omitted, added, altered or paraphrased;
 - any inaudible or unintelligible portions have been appropriately identified;



- the transcript has been checked against the original recording; and
- the person who performed and/or verified the transcription is identified by name, designation and signature.

3. Required Deliverables

The appointed service provider must provide the following:

3.1 Verbatim Afrikaans Transcript

A complete electronic transcript in Microsoft Word (.docx) format.

The transcript must, as far as reasonably possible, contain:

- page numbers;
- date of transcription;
- identification of the recording;
- duration of the recording;
- speaker identification;
- time stamps;
- clear paragraphing;
- identification of inaudible portions;
- identification of overlapping speech; and
- the name of the transcriber.

3.2 Certificate of Accuracy

A separate signed Certificate of Accuracy must accompany the transcript.

The certificate must confirm that the transcript was prepared by listening to the original audio recording and that the transcript accurately and verbatim reflects the contents of the recording.

The certificate must contain at least:

- service provider's name;
- physical/business address;
- contact details;
- name of transcriber;
- qualifications/experience of transcriber, where applicable;
- date of transcription;
- identification of the recording;
- duration of recording (**53 minutes 19 seconds**);
- confirmation that the entire recording was transcribed;
- confirmation that the transcript was checked against the original recording;
- confirmation regarding the treatment of inaudible portions; and
- signature of the authorised person/transcriber.

3.3 Audio Reference Copy

The service provider must not alter, edit, enhance, overwrite or otherwise manipulate the original audio recording supplied by the Municipality. If the service provider creates a working copy for transcription purposes, the original file must remain preserved and unaltered.



4. Urgency and Turnaround Time

Due to the urgent nature of the labour-relations matter, the service provider must be capable of commencing the work immediately upon receipt of the recording.

The required turnaround time is:

No later than 24 hours from receipt of the audio recording, unless an alternative turnaround period is expressly agreed to in writing by the Municipality.

The quotation must clearly state the service provider's guaranteed turnaround time.

Preference may be given to a service provider capable of completing the transcription within 12–24 hours.

5. Minimum Service Provider Requirements

The service provider must demonstrate:

1. Proven experience in Afrikaans transcription.
2. Experience in verbatim transcription of interviews, meetings, disciplinary proceedings, investigations, legal proceedings or similar recordings.
3. Ability to accurately distinguish between different speakers.
4. Ability to deal with recordings containing interruptions, overlapping speech, background noise and/or multiple speakers.
5. Adequate capacity to meet the Municipality's urgent turnaround requirement.
6. Appropriate quality-control measures to ensure transcription accuracy.
7. Ability to provide a signed certificate of accuracy.

The Municipality may request evidence of previous relevant experience or references before awarding the quotation.

6. Confidentiality

The recording and transcript may contain confidential and/or sensitive information relating to employees and third parties.

The appointed service provider shall therefore:

1. Treat the recording, transcript and all information contained therein as **strictly confidential**.
 2. Not disclose, copy, distribute, publish, reproduce or otherwise make the recording or transcript available to any third party without the Municipality's prior written authorisation.
 3. Ensure that only persons directly involved in the transcription process have access to the recording.
 4. Not use the recording or transcript for any purpose other than the services required by the Municipality.
 5. Ensure that any person engaged by the service provider is bound by appropriate confidentiality obligations.
 6. Return or securely delete all copies of the recording and transcript upon completion of the assignment if instructed by the Municipality.
 7. Immediately notify the Municipality of any actual or suspected unauthorised access, disclosure, loss or compromise of the recording or related information.
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7. POPIA and Information Security

The service provider must comply with all applicable provisions of the Protection of Personal Information Act 4 of 2013 (POPIA) and any other applicable legislation.

The service provider must take appropriate technical and organisational measures to protect the recording and transcript against:

- unauthorised access;
- accidental loss;
- unauthorised disclosure;
- alteration;
- destruction; and
- unlawful processing.

The recording must not be uploaded to publicly accessible websites, platforms or applications or submitted to third-party artificial intelligence/transcription services without the Municipality's prior written approval.

Where electronic transmission is required, appropriate secure transmission methods must be utilised.

8. Quality Assurance

The Municipality requires a human-verified transcript.

Any automated speech-to-text software, artificial intelligence or other transcription technology may only be utilised as an assisting tool and does not relieve the service provider of responsibility for the accuracy of the final transcript.

The final transcript must be reviewed against the original recording by a suitably competent person before submission.

The service provider will remain fully responsible for correcting transcription errors identified by the Municipality that arose from the service provider's failure to accurately transcribe the recording.

9. Pricing Requirements

The quotation must clearly indicate:

Item	Description	Unit
1	Verbatim Afrikaans transcription of 53:19 audio recording	Per recording / per audio minute
2	Proofreading and quality assurance	Included / separately stated
3	Certificate of Accuracy	Included
4	Urgent turnaround charge, if applicable	Amount
5	VAT	Amount
6	Total quotation	Amount

The quotation must clearly indicate whether the price is inclusive or exclusive of VAT.

No additional charges may be incurred without the Municipality's prior written approval.



10. Intellectual Property and Ownership

The completed transcript and all work product produced specifically for the Municipality pursuant to this RFQ shall become the property of the Municipality upon payment.

The service provider shall have no right to reproduce, publish, distribute or use the transcript or recording for any other purpose without the Municipality's prior written consent.

11. Evidentiary Integrity

Because the transcript may be used in a formal labour-relations process, the service provider must ensure that:

1. The original recording remains unaltered.
2. The transcript is based on the complete original recording.
3. No words are inserted based on assumptions or inference.
4. Unclear portions are expressly identified.
5. Speaker changes are accurately identified where reasonably possible.
6. Material interruptions and overlapping speech are recorded.
7. The transcript can be cross-referenced to the audio recording through time stamps.
8. The certificate of accuracy identifies the person responsible for the transcription and verification.

12. Evaluation Criteria

Supply Chain may evaluate quotations in accordance with the Municipality's applicable procurement framework and quotation evaluation requirements.

From a technical/service requirement perspective, the following should be considered:

Criteria	Requirement
Afrikaans transcription capability	Mandatory
Verbatim transcription capability	Mandatory
Certificate of Accuracy	Mandatory
Urgent 24-hour turnaround	Mandatory
Confidentiality undertaking	Mandatory
POPIA compliance	Mandatory
Human quality verification	Mandatory
Experience in legal/labour-relations transcription	Preferential
Speaker identification and time stamping	Preferential
Competitive price	In accordance with SCM evaluation



13. Mandatory Returnable Documents

The bidder should submit:

1. Formal quotation.
2. Company/service provider profile.
3. Confirmation of availability to undertake the assignment immediately.
4. Confirmation of proposed turnaround time.
5. Evidence of experience in Afrikaans verbatim transcription.
6. At least two relevant references, preferably involving legal, labour-relations, disciplinary or investigative transcription.
7. Confirmation of confidentiality and POPIA compliance.
8. Confirmation that a signed Certificate of Accuracy will be issued.
9. Confirmation that the final transcript will be human-verified against the original recording.
10. Details of the person who will undertake/verify the transcription.
11. Any applicable VAT documentation.
12. All other documentation required by the Municipality's SCM processes.

Melloney Zimri

Manager Labour Relations

Human Resources

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melloney.zimri@ Stellenbosch.gov.za



GENERAL CONDITIONS

1. The quotation must be on the letterhead of your business and maybe emailed to the email address indicated

PLEASE NOTE:

- 1.1. No late quotations will be considered
- 1.2. Documents may only be completed in non-erasable ink.
- 1.3. The use of correction fluid/tape is not allowed.
 - 1.3.1. 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.
 - 1.3.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 1.4. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 1.5. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 1.6. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 1.7 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5 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**.
2. Any QUOTES received after the appointed time for the closing of QUOTES shall not be considered but shall be filed unopened with the other QUOTES received or may be returned to the Tenderer at his request.
3. QUOTES may not be telefaxed to the Municipality and therefore any QUOTES received by fax will **not** be considered.
4. 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;
5. 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. 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
 - 7.5 New Stellenbosch Municipality Preferential Procurement Policy and SCM Policy

MBD 4

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 and/or take an oath declaring his/her interest.
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, shareholder ² etc.)												

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.



3.4.	Company Registration Number	
3.5.	Tax Reference Number	
3.6.	VAT Registration Number	

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

3.9.	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	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a 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	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				



3.13.	Do you or any of the directors, trustees, managers, principal 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
3.13.1.	If so, furnish particulars:			

3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

- a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**
- b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

³ 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.



4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20

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, 2022 and the Stellenbosch Preferential Procurement Policy 2026/27

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 and any other applicable preference

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 R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this quotation is estimated to not exceed R30 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this quotation shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contributor. and
- (c) Locality of supplier

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10



LOCALITY (See definitions)	10
Total points for Price and Preferences must not exceed	100

- 1.5 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.
- 1.6 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.
- 1.7 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:



- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) “Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid



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

- 5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender
- 5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.
- 5.3 A maximum of 20 points (80/20 preference points system), must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)

- 5.4 Regarding par 5.3 (a) at least 50% of the 20 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.5 A tenderer must submit proof of its BBBEE status level contributor.
- 5.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 5.6.1 may only score in terms of the 80-point formula for price; and
- 5.6.2 scores 0 points out of 10 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 5.7 Regarding par 5.3 (b) a maximum of 50% of the 20 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System



Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal.
E.G., 40% will equate to 8 points.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: =(maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

- 7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

YES		NO	
-----	--	----	--

Locality of supplier: = (10 points)

Address -
.....
.....

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 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 or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise



Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....



- 9.8 Total number of years the company/firm has been in business:.....
- 9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor/Locality points has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



MBD 8

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 of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the **ORIGINAL** Sworn Affidavit must be submitted (original is valid for the year and must be delivered by hand which will be kept on file for the year.)

(NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN **ORIGINAL** AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)

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. NO late bids / offers 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, the

Stellenbosch Preferential Procurement Policy of 2026/27 in accordance with Preferential Procurement Regulations of 2022.

- 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.



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.