



**Request for Quotation for “Appointment of Facilitator for Coordinating Beauty Pageant in Ntabankulu High Schools”
RFQ# NLM/SCM/02/2026/2027**

CLOSING DATE : 09 July 2026
CLOSING TIME : 12: 00 PM

COMPANY (BIDDER) NAME.....

CONTACT PERSON.....

CONTACT NUMBER.....

BID PRICE (All Inclusive).....

CSD NUMBER.....

NOTICE

Bids are hereby invited from suitable qualified and experienced service providers for the following services:

BID NOTICE NO.	DESCRIPTION	FUNCTIONALITY		ADVERT DATE	CLOSING DATES
NLM/SCM/02/2026/2027	APPOINTMENT OF FACILITATOR FOR COORDINATING BEAUTY PAGEANT IN NTABANKULU HIGH SCHOOLS	Criteria	Points	02 July 2026	09 July 2026 @12H00 ERF 85 MAIN STREET, NTABANKULU, 5130
		Business entity establishment	10		
		Capacity to undertake the job	10		
		Experience in beauty pageant space	30		
		Experience in Youth Development	25		
		Affiliation to relevant bodies	25		
		Total	100		

Bidders are to note that a pre-qualification functionality evaluation criterion will be undertaken, bidders must score 70 Points out of 100 to proceed to financial evaluation.

Evaluation criteria: 80/20 Price=80 points Specific Goals=20 points: Specific Goals: Business owned by=>50% black people 04 Points, Business owned by=>50% Woman 03 Points, Promoting Locality 04 Points, Business owned by=>50% youth (age=<35 years on the closing date) 5 Points, Business owned by people with disability/ military veteran 2 Points, Small Enterprise (SMME Category-QSE/EME) 2 Points (attach a full CSD report/statement of Municipal account/ proof of residence/Proof of disability from registered GP/BBBEE OR SWORN AFFIDAVIT)

Enquiries: Technical enquiries shall be addressed to **Ms. Z. Adams/ 082 766 0278/ adamsz@ntabankulu.gov.za** and Supply Chain Management enquiries to **Ms S. Ntanjana 066 248 7447 [/ntanjanas@ntabankulu.gov.za](mailto:ntanjanas@ntabankulu.gov.za)**

Tender validity period: 90 (ninety) days after tender closing date

REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification.

- Latest full CSD Report (Not older than 3 months).
- Certified I.D copies of directors

CONDITIONS OF ACCEPTANCE:

The Ntabankulu Local Municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender. No proposal/tenders will be considered from persons in the service of the state, the bidder or any of its directors/shareholders that is listed on the Register of

- Fully Completed and Signed MBD 1-9 attached on the tender Document.
- Signed quotation valid for at least 90 days (Validity must be indicated on the quotation or MBD 3.1)
- **Rates Clearance for both company and director or proof stating that the company and director do not own property within urban area (affidavit or lease agreement)**

OBTAINING OF TENDER DOCUMENTS: MUNICIPAL WEBSITE
www.nlm.gov.za

TENDER SUBMISSION AND OPENING

Tenders/Proposals must be submitted by hand at **ERF 85 Main Street, Ntabankulu, 5130 (Reception) by 12:00 local time on 09 July 2025** Bids will be opened immediately after the stated closing time. **“Advert-Appointment of Facilitator for Coordinating Beauty Pageant in Ntabankulu High Schools”_ NLM/SCM/02/2026/2027**

Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; the bidder has not abused the Employer’s Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect. Bidders must note that upon award. The Ntabankulu Local Municipality’s supply chain policy will apply in all tender stages.

NB. No faxed, couriered, emailed tenders will be accepted.

The municipality reserves the right to extend the tender period by notice in the press and on the municipality’s official website www.nlm.gov.za

MRS I SIKHULU-NQWENA
MUNICIPAL MANAGER

SPECIFICATIONS

QUOTATIONS ARE HEBERY INVITED FROM SERVICE PROVIDERS FOR APPOINTMENT OF FACILITATOR FOR COORDINATING BEAUTY PAGEANT IN NTABANKULU HIGH SCHOOLS

TERMS OF REFERENCE

1. Background

Beauty Pageant is a youth development programme that is aimed at uplifting the youth through modeling and promotional part-time grooming. The goals include bringing change by empowering youth through education and further igniting different skills. It serves as a platform for young people to have an open dialogue amongst each other about the challenges they face in and outside of school and provide individuals with necessary skills, training and resources to pursue a career in modelling. By learning from experienced professionals, individuals can improve their confidence, build their portfolios and enhance their chances of securing modelling opportunities.

2. SCOPE OF WORK

1. Event Conceptualization:

- Collaborate with Ntabankulu Local Municipality to understand their vision and objectives for the beauty pageant.
- Develop a comprehensive event concept that aligns with the municipality's goals and values.
- Present and discuss the concept with key stakeholders for approval.

2. Budgeting and Financial Planning:

- Create a detailed budget outlining all anticipated expenses and revenue streams.
- Regularly update the municipality on budgetary status and seek approval for any necessary adjustments.
- Provide transparent financial reporting throughout the planning and execution phases.

3. Venue Selection and Logistics:

- Research and propose suitable venues for the beauty pageant, considering factors such as capacity, accessibility, and amenities.
- Coordinate with vendors to secure necessary equipment, decorations, and other logistical elements.
- Develop a detailed logistics plan for load-in, setup, event day, and load-out.

4. Participant Recruitment and Training:

- Conduct auditions and recruit participants for the beauty pageant, ensuring diverse representation.

- Organize training sessions for participants covering various aspects such as runway walks, talent showcases, and interview skills.
- Provide ongoing support and communication to keep participants informed and engaged.

5. Marketing and Promotion:

- Develop a comprehensive marketing strategy to promote the beauty pageant and maximize attendance.
- Utilize various channels, including social media, traditional media, and local partnerships.
- Monitor the effectiveness of marketing efforts and make adjustments as needed.

6. Judging Panel and Criteria:

- Collaborate with the municipality to establish fair and transparent judging criteria.
- Recruit qualified and diverse judges for the competition.
- Coordinate with judges to ensure they understand and adhere to the established criteria.

7. Event Production and Execution:

- Oversee all aspects of event production, including stage management, lighting, sound, and backstage coordination.
- Implement a smooth and engaging show flow, adhering to the timeline.
- Address any unforeseen issues promptly and efficiently.

8. Post-Event Evaluation:

- Conduct a thorough evaluation of the beauty pageant, gathering feedback from participants, attendees, and stakeholders.
- Compile a comprehensive post-event report highlighting successes, challenges, and areas for improvement.
- Present findings and recommendations for future events.

3. PROJECT TIME FRAME

The project shall be maximum **period of 12 Months** from official inception (i.e. the appointment of a successful service provider and the signing of a Service Level Agreement (SLA) between the Ntabankulu Local Municipality and the service provider.

4. FINANCIALS AND PAYMENTS

Payments to the service provider will be on the work done for the execution of the project.

5. IMPLEMENTATION PLAN

1. Kick-off Meeting (Week 1):

- Schedule and conduct an initial kick-off meeting with Ntabankulu Municipality.
- Establish project objectives, goals, and expectations.
- Initiate preliminary discussions on the beauty pageant's vision and desired outcomes.

2. Concept Development (Weeks 2-3):

- Allocate 2-3 weeks for brainstorming sessions and develop a unique and impactful event concept.
- Present the initial concept to the municipality for feedback.
- Allow 1 week for concept revisions and final approval.

3. Budget Approval (Week 4):

- Develop a detailed budget based on the approved concept.
- Present the budget to the municipality for approval.
- Finalize financial planning, including revenue streams and expense allocation.

4. Venue and Logistics (Weeks 5-6):

- Research and propose suitable venues for the beauty pageant.
- Initiate venue selection and secure necessary permits (2 weeks).
- Develop a detailed logistics plan, including load-in, setup, and load-out schedules (2 weeks).

5. Participant Recruitment and Training (Weeks 7-10):

- Launch participant recruitment campaigns and conduct auditions (4 weeks).
- Schedule and execute participant training sessions covering runway walks, talent showcases, and interview skills. (2 weeks).

6. Marketing Campaign Launch (Weeks 11-12):

- Implement the marketing strategy, including the release of promotional materials and engagement on various platforms (2 weeks).
- Engage in promotional activities on social media and other platforms.
- Monitor and adjust marketing efforts as needed (ongoing).

7. Judging Panel Confirmation (Week 13-14):

- Confirm the judging panel and provide them with the necessary information and guidelines.
- Recruit and confirm qualified judges.
- Provide judges with the necessary information and guidelines.

8. Event Production (Weeks 15-17):

- Coordinate with vendors to ensure timely delivery of equipment and services (3 weeks).
- Conduct rehearsals and technical run-throughs to address any issues before the main event (2 weeks).

- Address any issues and finalize the event production plan.

9. Event Day Execution (Week 18):

- Implement the event plan, overseeing all aspects of production and participant coordination.
- Manage any unexpected challenges in real-time.

10. Post-Event Activities (Weeks 19-20):

- Gather feedback from participants, attendees, and stakeholders (2 weeks).
- Compile a post-event report and share it with the municipality for review and discussion (1 week).

11. Follow-up Meeting (Week 20):

- Schedule a follow-up meeting with the municipality to discuss the post-event report and gather input for future collaborations.

6. REPORTING

There will be monthly reports on the status progress of the marketing management.

Accountability:

- Beauty Pageant Academy shall be held accountable for the implementation of the project according to the expected standards.

Review:

- Monthly reviews will be done between Ntabankulu LM and Beauty Pageant Coordinator /facilitator.

Working methods / ways of working:

- Administration by the Coordinator and Ntabankulu Local Municipality.
- Requisition from the Coordinator in writing via email, SMS and calls.
- 12 meetings in the year
- Coordinator chairing the meetings.
- Meeting agenda will be generated by Beauty Pageant facilitator and the Ntabankulu Local Municipality.
- Minutes of the meeting shall be archived via email storage.

7. Evaluation Criteria

No.	Evaluation Criteria	Maximum Points
1.	Business establishment Company profile with clear business address and contact details.	10 points
2.	Capacity to undertake the job. Project team members CV'S and certified copies of certificates of key personnel (a minimum of two key personnel)	10 points
3.	Experience in Beauty Pageant Space: (The company must have a Minimum of 4-5 years' experience in the pageantry /empowerment sector in hosting empowerment events) <ol style="list-style-type: none"> 1. A minimum of at least 1 event yearly=05 Points 2. Proof of Newspaper/ Radio coverage = 05 Points 3. Proof of hosting events that have benefited youth and community awareness campaigns = 05 Points 4. Versatile Empowerment Event (an event organizer that promotes local photographers, videographers, designers and makeup artists who are young talented and upcoming) = 05 Points 	30 points
4.	Experience in Youth Development: <ol style="list-style-type: none"> 1. Provide proof that you have produced at least two title holders through youth development programs = 15 Points 2. 2 or more recommendation letters from an established institution = 05 Points 3. Any two or more online Youth Development programs that you have implemented = 05 Points 	25 points
5.	Affiliation to relevant bodies: Affidavit/ letter of affiliation with National Pageants, [Relevant bodies are Miss Teenager South Africa, Miss Teen Universe South Africa Miss South Africa High Schools] <ol style="list-style-type: none"> 1. Affiliated to at least three creative Workers allegeable Society as per the above = 30 Points 2. Affiliated to at least two creative Workers allegeable Society as per the above = 20 Points 	25 points

	<p>3. Affiliated to at least one creative Workers allegeable Society as per the above = 10 Points</p> <p>1. No affiliation to any creative Workers allegeable Society = 00 Points</p>	
6.	TOTAL	100 points

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER:	NLM/SCM/02/2026/2027	CLOSING DATE:	09 July 2026	CLOSING TIME:	12:H00 PM
-------------	-----------------------------	---------------	--------------	---------------	------------------

DESCRIPTION	APPOINTMENT OF FACILITATOR FOR COORDINATING BEAUTY PAGEANT IN NTABANKULU HIGH SCHOOLS
-------------	--

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS

**ERF 85 MAIN STREET
NTABANKULU
5130**

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 [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

[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]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
---	--	--	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	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	DEPARTMENT	SKILLS DEVELOPMENT
CONTACT PERSON	MISS S. Ntanjana	TELEPHONE NUMBER	039 258 0056
TELEPHONE NUMBER	039 258 0056	CONTACT PERSON	Z. Adams
EMAIL ADDRESS	ntanjanas@ntabankulu.gov.za	E-MAIL ADDRESS	adamsz@ntabankulu.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, 2022, 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	
3.6.	

**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.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

1. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract for Supply Chain Management shall apply to this contract. These general conditions shall be read in conjunction with the amendments and additions set out in the special conditions of contract.

2. BID FORM

All bids shall be made on the bid forms incorporated in this document.

3. COMPLETION OF BIDS

THE BIDDER SHALL COMPLETE ALL FORMS IN BLACK INK.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the Bidder. Failure to observe this rule may lead to the bid being disqualified.

Bids shall be ineligible for consideration unless submitted on the forms bound in this document.

A bid shall not be considered if alterations have been made to the bid from, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with NTABANKULU Local Municipality as early as possible during the bid period. Should any query be found to be of significance, NTABANKULU Municipality will inform all Bidders accordingly as early as possible.

4. SUBMISSION OF BIDS

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects.

Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable.

Bids, in sealed envelopes clearly marked

“Bid No: NLM/SCM/02/2026/2027 - : APPOINTMENT OF FACILITATOR FOR COORDINATING BEAUTY PAGEANT IN NTABANKULU HIGH SCHOOLS

and the Bidder’s name and address, shall be delivered to NTABANKULU Local Municipality, ERF 85 Main Street, Ntabankulu, 5130 not later than 12:00 on 08 July 2026. Bids may not be faxed or e-mailed. Bids shall be opened in public shortly thereafter. Late bids shall be rejected.

5. DATA TO BE FURNISHED AT BID STAGE

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

6. WITHDRAWAL OF BIDS

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by NTABANKULU Local Municipality before the closure of this bid.

7. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance.

The Service Provider shall indemnify the specified from any claim capable of being made against him either under the statute of common law in respect of any damage to any person or property arising out of the execution of this contract.

8. SITE INSPECTION/BIDDERS MEETING

THE WILL BE NO SITE INSPECTION FOR THIS PROJECT

9. FAILURE TO RETURN BID DOCUMENTS

A Bidder who does not submit a bid does not have to return the bid documents after the closing date for the receipt of bids.

10. TAXES AND LEVIES

Bidders shall include Value Added tax (VAT) in their bid rates.

11. EVALUATION OF BIDS (BASED ON PREFERENTIAL PROCUREMENT REGULATIONS 2022)

Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022 and Regulations thereto. These points will be allocated as follows:

12. ACCEPTANCE OF BID

The Municipality does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

15. PENALTIES

In the event that the Service Provider fails to deliver as specified in the Specifications, the Employer may withhold 10% of the invoice amount.

16. CONTRACT ADJUSTMENT

No contract adjustment will be allowed during this period and the rates are fixed.

17. CONTRACT PERIOD

The Contract is 12 Months

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of Bidder..... Bid Number: **NLM/SCM/02/2026/2027**

Closing Time: **12H00** Closing Date: **09 July 2026**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) R.....
----------	----------	-------------	--

- Required by: Ntabankulu Local Municipality
- At:
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis *Delivery: Firm/Not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
 ** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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, hareholder²):.....

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.

.....

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.

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

3.9.1 If yes, furnish particulars.....

.....

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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required document to claim preference points
Business owned by =>50% black people		4			CSD Report/ Certified I.D of Directors
Business owned by <50% black people		1			CSD Report/ Certified I.D of Directors
Business owned by =>50% women		3			CSD Report/ Certified I.D of Directors
Business owned by <50% women		1			CSD Report/ Certified I.D of Directors
Business owned by =>50% Youth (age <= 35 years on the closing date)		5			CSD Report/ Certified I.D of Directors
Business owned by <50% Youth (age >35 years on the closing date)		3			CSD Report/ Certified I.D of Directors
Business owned by People with Disability / Military veteran		2			CSD Report/ Letter from Dr confirming disability
Small Enterprise (SMME Category – QSE/EME)		2			CSD Report/ B-BBEE Certificate/ Sworn Affidavit
Promoting Locality - Business located within Ntabankulu		4			CSD Report/ Rate Clearance/ Proof of Address
Promoting Locality - Business located in Alfred Nzo District		3			CSD Report/ Rate Clearance/ Proof of Address

Promoting Locality - Business located in Eastern Cape		2			CSD Report/ Rate Clearance/ Proof of Address
Promoting Locality - Business located in South Africa		1			CSD Report/ Rate Clearance/ Proof of Address

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

10. MBD 7.2 CONTRACT FORM-RENDERING OF SERVICES

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

11. 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 <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

12. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION
--

- 1 This Form 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 Form 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder