

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

MBDA 06031 APPOINTMENT OF A SERVICE PROVIDER FOR GARDEN MAINTENANCE AND CLEANSING SERVICES	
DATE REQUESTED	19 JUNE 2026
DEPARTMENT	FACILITIES (OPERATIONS)
PROJECT NAME	APPOINTMENT OF A SERVICE PROVIDER FOR GARDEN MAINTENANCE AND CLEANSING SERVICES
DETAILED DESCRIPTION AND / SPECIFICATIONS	The Mandela Bay Development Agency (MBDA) invites suitably qualified and experienced service providers to submit proposals for the provision of garden maintenance, landscaping support and cleansing services at the Tramways Building and The Science Centre, and on an ad hoc basis at other MBDA-managed facilities. 2. SITE ACCESS AND BRIEFING A compulsory briefing session will be held via Microsoft teams on Tuesday, 23 June 2026 @10:00. Prospective bidders joining the meeting after 10:15 will not be allowed to bid. The link to Microsoft teams is below: https://teams.microsoft.com/meet/332940941302278?p=wPZtVn0PZ7NLEeHdCq Meeting ID: 332 940 941 302 278 Passcode: ou9gv67B For site inspection, arrangements must be made through on-site security to access and inspect both the Tramways Building and The Science Centre prior

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to submission. Bidders are strongly encouraged to conduct site visits to assess conditions, access, existing infrastructure and any site-specific requirements before pricing.

3. CONTRACT PERIOD AND VALUE

- Contract Duration: Six (6) months with an option to renew for a further six (6) months.
- Maximum Contract Value: R750,000.00 (Seven Hundred and Fifty Thousand Rand)
- The contract terminates upon reaching the end of the contract period or the maximum contract value, whichever occurs first.

4. SCOPE OF WORK

The appointed service provider(s) will deliver garden maintenance, cleansing and associated services at the Tramways Building and The Science Centre, as well as on an ad hoc basis at other MBDA-managed facilities.

4.1 Garden Maintenance Services

- Routine garden maintenance of public spaces, roadsides, amenities and facilities
- Grass cutting, mowing, trimming and edging
- Pruning of trees, shrubs and hedges
- Weed control and invasive plant removal
- Planting, replanting and soil preparation
- Mulching, fertilising and basic landscaping improvements
- Irrigation support and minor irrigation maintenance

4.2 Cleansing Services

- Manual and mechanical street and public space cleaning
- Litter picking and removal
- Sweeping of paved areas, walkways and hard surfaces
- Removal of illegal dumping and debris
- Cleaning of public amenities, street furniture and open areas
- Waste collection, loading and disposal at approved facilities

4.3 Equipment, Materials and Buy-Outs

- Supply and procurement of gardening and cleaning materials and consumables
- Standard machinery and tools as per minimum equipment list (Annexure B)
- Specialised equipment may be hired on an ad hoc basis - refer to Section 7
- Handling, transportation and delivery to site

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4.4 General

- Preventative and reactive maintenance
- Site inspections and call-out services
- Emergency and after-hours support (when required)
- Adherence to environmental, safety and cleanliness standards

5. WORK PLAN - ANNEXURE A

Bidders must submit a detailed Work Plan / Programme for both sites (Tramways Building and The Science Centre), submitted under Annexure A1. The Work Plan must include: a maintenance and cleansing schedule per site; frequency of all services; number of persons deployed per activity; equipment and materials to be deployed; supervision and quality control; and response times for emergency works.

Bidders must complete the Work Plan Schedule below as a minimum framework:

Frequency	Activity / Task	Tramways Building	Science Centre
GARDEN MAINTENANCE SERVICES			
Daily	Litter inspection of garden & planted areas; removal of debris		
Weekly	Grass cutting, mowing & edging of all lawn areas		
Weekly	Sweeping & clearing of hard surface planters / garden borders		
Bi-weekly	Trimming & pruning of shrubs, hedges & low-level plants		
Monthly	Deep weed control & invasive plant removal		
Monthly	Fertilising, mulching & soil top-dressing of planted beds		

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	Quarterly	Tree pruning (minor) & structural shrub maintenance		
	Quarterly	Irrigation system inspection & minor maintenance		
	As required	Replanting, seasonal planting & emergency works		
	CLEANSING SERVICES			
	Daily	Litter picking & removal from all public-facing areas		
	Daily	Sweeping of entrance walkways, paved paths & courtyards		
	Daily	Waste collection, bag replacement & disposal		
	Weekly	Deep clean of paved surfaces, drainage channels & gutters		
	Weekly	Cleaning of street furniture, benches, signage & bollards		
	Bi-weekly	Removal of any illegal dumping or dumped debris on site		
	Monthly	Full site walkthrough inspection & cleansing report		
	As required	Emergency / reactive cleansing & call-out response		
	6. SERVICE REQUIREMENTS			
	The service provider shall: • Ensure safe and quality servicing in compliance with the Occupational Health and Safety Act (Act 85 of 1993)			

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- Perform planned preventative maintenance to ensure cleanliness and upkeep of all sites
- Provide a committed response time for emergency or reactive call-outs
- Render garden maintenance and cleansing services Monday to Saturday, with emergency support available after hours and on public holidays where required
- Comply with all applicable environmental legislation and municipal by-laws

7. MINIMUM STANDARDISED EQUIPMENT REQUIREMENTS - ANNEXURE B

Bidders must demonstrate that they own or have ready access to the minimum standardised equipment listed below, available and deployed at each primary site. Specialised equipment not listed may be hired on an ad hoc basis as required.

Bidders must complete the table below confirming equipment availability per site:

Equipment Item	Min. Quantity per Site	Tramways Building ✓	Science Centre ✓
A. GARDEN MAINTENANCE EQUIPMENT (STANDARD – MUST BE OWNED / READILY AVAILABLE)			
Petrol / electric lawn mower	2 per site		
Weed Eater	2 per site		
Hedge trimmer (electric or petrol)	1 per site		
Leaf blower / vacuum	1 per site		
Garden fork, spade, rake (full set)	1 set per person		
Pruning shears / loppers / hand saws	2 sets per site		
Wheelbarrow	2 per site		

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	Hosepipe / irrigation connection kit (30m)	1 per site		
	Chain Saw	1 per site		
	B. CLEANSING EQUIPMENT (STANDARD – MUST BE OWNED / READILY AVAILABLE)			
	Industrial brooms and dustpans (set)	1 set per person		
	Litter picking tools / grabbers	1 set per person- (if persons are required for litter picking)		
	Black Bags	As needed		
	Mop, bucket & scrubbing brushes (set)	2 sets per site		
	Hand pump sprayer (cleaning solutions)	2 per site		
	C. SPECIALISED EQUIPMENT (AD HOC RENTAL ONLY – NOT REQUIRED UPFRONT)			
	Ride-on mower	As required	Ad hoc rental	Ad hoc rental
	Pressure washer	As required	Ad hoc rental	Ad hoc rental
	Mechanical street sweeper	As required	Ad hoc rental	Ad hoc rental
	Wood chipper	As required	Ad hoc rental	Ad hoc rental
	Cherry picker / access platform	As required	Ad hoc rental	Ad hoc rental
	Tipper truck / waste removal vehicle	As required	Ad hoc rental	Ad hoc rental
	or any other related equipment.			
	8. TECHNICAL AND OPERATIONAL REQUIREMENTS			
	a) Staff Capacity			
	Sufficient trained and competent personnel must be deployed at each site			

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- A dedicated site supervisor or team leader must be assigned to each primary site
- All operatives must be trained in health, safety and correct use of equipment
- Replacement staff must be available to maintain service continuity

b) Reporting

- Submit monthly service reports including attendance registers, work completed and incidents with pictures.
- Maintain a site log of all works carried out, including dates, personnel deployed and equipment used
- Report any hazards, damage or issues to the MBDA contract manager
- Meet with the MBDA periodically to review service performance

9. MINIMUM REQUIREMENTS (MANDATORY)

Failure to submit any of the below may result in disqualification:

1. The Main applicant must submit company profile demonstrating minimum two (2) years relevant experience in Garden and Maintenance and Cleansing Services.
2. Minimum two (02) references for Garden Maintenance and Cleansing Services. (2x references for each service)

FAILURE TO PROVIDE THE ABOVE LISTED DOCUMENTS WILL DEEM YOUR BID NON-RESPONSIVE

10. INSURANCE REQUIREMENTS

- Public Liability Insurance with a minimum cover of R5,000,000 per claim
- Professional Indemnity Insurance with a minimum cover of R5,000,000 per claim

The successful bidder must maintain the above insurance for the full duration of the contract. Failure to submit proof of insurance at tender submission or within two (2) working days of request will render the bid non-responsive.

11. PRICING SCHEDULE - ANNEXURE C

All bidders must complete the Pricing Schedule below. Rates must reflect the daily cost per person for each service category. All prices must be quoted in South

African Rand (ZAR), both exclusive and inclusive of VAT, clearly indicated. Daily rate are defined as a standard eight (8) hour working day.

Service Description	Normal Day Rate (R/person)	After Hours Rate (R/person)	Weekend / PH Rate (R/person)	Unit
A. GARDEN MAINTENANCE SERVICES				
General garden labourer – routine maintenance				Per person/day
Grass cutting / mowing worker				Per person/day
Trimming, edging & pruning worker				Per person/day
Weed control & invasive plant removal worker				Per person/day
Planting, replanting & soil preparation worker				Per person/day
Mulching, fertilising & landscaping technician				Per person/day
Irrigation maintenance technician (minor works)				Per person/day
Team leader / supervisor – garden services				Per person/day
B. CLEANSING SERVICES				
General cleansing labourer – litter picking & sweeping				Per person/day
Manual street & public space cleaner				Per person/day
Mechanical sweeping operator				Per person/day

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	Illegal dumping & debris removal operative				Per person/day
	Public amenity / street furniture cleaner				Per person/day
	Waste collection, loading & disposal operative				Per person/day
	Team leader / supervisor – cleansing services				Per person/day
	C. CALL OUT & INSPECTION FEES				
	Call out / site inspection fee (normal hours)				Per visit
	Call out / site inspection fee (after hours)				Per visit
	Emergency response call out				Per visit
	D. MATERIALS, GOODS & EQUIPMENT MARK-UP				
	% mark-up on all materials, goods, consumables, plant & equipment (inclusive of sourcing, handling, storage, transport & delivery)				% mark-up
	E. TRAVEL COSTS				
	Travel costs: included / excluded in daily rate (state clearly)				State
Notes: • All daily rates are per person for a standard 8-hour working day. • After-hours rates apply to work performed outside standard working hours (Monday to Friday, 07:00-17:00). • Weekend and public holiday rates apply to work performed on Saturdays, Sundays and public holidays.					

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	• The materials mark-up percentage must cover purchasing, sourcing, handling, storage, transport and delivery. • Specialised equipment not in the standard equipment list may be hired on an ad hoc basis; hire costs recovered via the agreed mark-up on equipment hire. • Travel costs must be clearly stated as included or excluded from the daily rate. CLOSING DATE: FRIDAY, 26 JUNE 2026 TIME: 11:00
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 price and specific goals as per MBD 6.1 attached.
PAYMENT FOR SERVICES	Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory. Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
GENERAL CONDITIONS	1.1. All prices must be exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.4. The MBDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished. SCM Listing Criteria and returnable document requirements: 1. Full CSD Report 2. Valid BBBEE certificate 3. Declaration for service of the state – MBD4 4. Municipal Billing clearance certificate or Municipal Statement of account or a lease agreement. 5. Certificate of Independent Bid Determination (MBD9) 6. Proof of banking details 1.5. Quotations to be valid for 60 days from closing date 1.6. The MBDA SCM policy will apply.
CONTACT PERSON	Name: Donavan Crause Email: formal.quotes@mbda.co.za Tel: 041 811 8200
ANY ADDITIONAL REQUESTS/ COMMENTS	Service providers must ensure the following is adhered to: 1. All queries must be sent only in writing to formal.quotes@mbda.co.za, quoting the quote reference number. 2. All quotes must be submitted via email to formal.quotes@mbda.co.za quoting the quote reference number.

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DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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;

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- (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.

.....

.....

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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

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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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	7
4	6

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5	4
6	3
7	2
8	1
Non-compliant Contributor	0

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 table 1 below:

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required proof for specific goals claimed
B-BBEE status contributor	10		B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	5		Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate

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Enterprise owned by black women	3		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black women ownership
Enterprise owned by black youth	2		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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;

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- (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:

.....

.....

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CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to _____

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

I certify, on behalf of: _____ that:
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP;
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a Proposal;

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- (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
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 improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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

Name of Applicant

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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

- 1 This Municipal Bid Document must form part of all Bid 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 Bid 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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Bid Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

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Company Secretary: M Matiwane

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:		
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 ☐	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 ☐
4.7.1	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

E Bergins, X Daku, P Kadi, N Mheshe, W Moss, O Mtati, L Nkantsu, K Nzo (Board Chairperson), D Sapere, N Tys
Company Secretary: M Matiwane

BIDDERS DETAILS (PLEASE COMPLETE IN FULL)

QUOTE REFERENCE NUMBER:

REQUEST FOR QUOTE FOR:

NAME OF BIDDER :

CSD SUPPLIER NO. : **MAAA**.....

COMPANY REGISTRATION NO.:

CONTACT PERSON :

TELEPHONE NO. :

EMAIL ADDRESS :

PHYSICAL ADDRESS :

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E Bergins, X Daku, P Kadi, N Mheshe, W Moss, O Mtati, L Nkantsu, K Nzo (Board Chairperson), D Sapere, N Tys
Company Secretary: M Matiwane