

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

MBDA 06048 PROVISION OF MAINTENANCE AND CLEANSING SERVICES FOR THE KINGS BEACH LAKE AREA	
DATE REQUESTED	16 SEPTEMBER 2026
DEPARTMENT	OPERATIONS
PROJECT NAME	PROVISION OF MAINTENANCE AND CLEANSING SERVICES FOR THE KINGS BEACH LAKE AREA
DETAILED DESCRIPTION AND / SPECIFICATIONS	1. PURPOSE & BACKGROUND The Mandela Bay Development Agency (MBDA), a municipal entity of the Nelson Mandela Bay Municipality, hereby invites suitably qualified service providers to submit formal written quotations for the maintenance of the Kings Beach Lake Area, comprising of grounds, paving, decking and general cleansing, management of the reeds and the water body, and horticultural pruning and replacement planting. The objective is to improve the ecological condition of the water body, keep the lake precinct environmentally sound, safe, clean, and aesthetically appealing for public recreation and tourism. A compulsory briefing meeting will be held at MBDA Office, Tramways Building, Corner Lower Valley Road & South Union Street, Central in Gqeberha on Tuesday, 22 September 2026 at 11:00. Bidders are urged to arrive timeously. The onus is on bidders to ensure that they arrive on time. No attendee(s) arriving after 11:15 will be allowed to bid. Bidders are strongly encouraged to conduct site visits to assess conditions, access, existing infrastructure and any site-specific requirements before pricing. 2. SCOPE OF WORKS & DELIVERABLES The appointed service provider will deliver ongoing cleansing, grounds and horticultural services at the Kings Beach Lake Area, together with management of the reeds and the water body. The appointed service provider will be required to provide all necessary

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labour, tools, equipment, PPE, and materials to execute the following maintenance tasks as follows:

2.1 ONGOING MAINTENANCE TEAM

A permanent on-site team of three (03) personnel, dedicated exclusively to this site, working five (05) days a week for eight (08) hours a day. Relief personnel must be provided for leave and absence at no additional cost. A supervisor, who may not be one of the two site personnel, must visit the site weekly and sign off the site log.

The team must be equipped and competent to carry out every task listed below, including pruning, using the standard equipment required in section 3. No task in this scope may be treated as an extra or charged for separately.

GROUND, PAVING, DECKING, PLANTING AND GENERAL CLEANING	WATER BODY, REEDS AND AQUATIC SPECIES
• Grass cutting, trimming and edging, maintained at 30–50 mm • Pruning of bushes, shrubs, hedges, trees and plants around the lake, as and when applicable • Planting of replacement plants supplied by or through the MBDA, and general bed care • Removal of weeds from beds, paving, joints, kerbs and from between the grass • Removal of bird droppings from decking, seating, handrails and walkways • Removal of algae, moss and organic build-up from all paving, steps and decking • Litter and debris removal; emptying, relining and cleaning of bins • Sweeping of paved areas, walkways, steps and decking • Cleaning of windows and glass, including glazing, balustrade panels and signage, using standard poles • Clearing of stormwater inlets, channels and litter traps	• Removal of floating litter from the water surface and margins • Pruning and management of reeds, cut and maintained at approximately 1 m in height • Same-day removal and disposal of all cut reed material • Removal of water hyacinth and other alien invasive aquatic species • Annual environmentally approved water treatment supporting biodiversity • Water quality analysis before and after each treatment • Reporting of dead fish or waterfowl, odour, discolouration or other water quality concerns

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- Reporting of defects and hazards (loose deck boards, trip hazards, failed lighting, vandalism)

2.2 KEY CONDITIONS

- No wash water, detergent, grass clippings or cut vegetation may enter the lake. Surfaces within 5 m of the water's edge must be dry-scraped and bagged before any washing.
- All cut reed and harvested aquatic weed must be removed from the water and from site on the same day.
- Water hyacinth is a Category 1b invasive species under NEMBA and must be removed on sight, including small plants and fragments.
- Reed cutting must be phased so that no more than half of the reed bed is cut in any one cycle, and beds must be checked for active nests before cutting.
- Only biodegradable, phosphate-free cleaning agents may be used. Copper-based products are prohibited. Herbicide may be used only with the MBDA's written approval, by a registered Pest Control Operator, using products registered for the purpose.
- The annual water treatment must be non-toxic to fish, birds and aquatic invertebrates. A method statement and product safety data sheet must be submitted 21 days before application, and water analysis carried out before and after treatment.
- Pressure washing of timber or composite decking must be carried out at low pressure and worked along the grain, so that the surface is not furred, gouged or damaged.

2.3 MINIMUM FREQUENCIES

The following are minimums. Where the required standard cannot be held at the stated frequency, the service provider must increase frequency at no additional cost.

ACTIVITY	MINIMUM FREQUENCY
Litter removal, sweeping of paving and decking, bins emptied	Daily
Bird dropping removal from seating, decking and handrails	Daily
Removal of floating litter from the water	Daily

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Weed removal from paving, joints and edges	Weekly
Wash-down of hard surfaces and decking	Monthly
Grass cutting and edging	Fortnightly
Pruning of bushes, shrubs, hedges, trees and plants	Ongoing, as and when required
Inspection and removal of water hyacinth and alien aquatic species	Twice weekly
Reed cutting cycle to 1 m	Once every 3 months
Supervisor (work quality)	Weekly
Written report with photographs	Monthly
Water treatment and laboratory analysis	Annually

2.4 PRUNING, TREE WORK AND REPLACEMENT PLANTING

Pruning is part of the standing scope of works and is carried out by the on-site team using the standard equipment listed in section 3. It is not separately priced and may not be charged for.

- Pruning of bushes, shrubs, hedges, trees and plants around the lake is carried out as and when applicable, by the on-site team.
- Pruning must follow the natural form and season of the species, with correct cuts at the branch collar. No topping, flush cuts or stubs. All walkways must be clear of branches.
- Where pruning or tree work is beyond the safe reach of the standard equipment, the **MBDA** may instruct specialized equipment in writing, which is charged per day at item 4 of the Pricing Schedule.
- A condition survey of all trees, shrubs and bed planting must be submitted within 30 days of appointment, with photographs, to establish the baseline for replacement.
- Replacement plants, trees, lawn, compost and mulch are procured as buy-outs at item 5 of the Pricing Schedule, at actual third-party cost plus the quoted mark-up. Planting, mulching and bed preparation are carried out by the on-site team at no additional cost.

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- Replacement plants must be of an approved species, favoring indigenous species suited to a windy, saline coastal environment. No species listed as invasive under NEMBA may be planted.
- New planting carries a twelve (12) month establishment period. Plants that die or fail within that period must be replaced at the service provider's cost, except where failure is caused by vandalism, theft or vehicle damage.
- No tree may be removed without written instructions. All arisings must be removed from site on the day of work.

2.5 USE OF THESE SERVICES AT OTHER MBDA FACILITIES AND AREAS

The rates quoted in Annexure A apply to the Kings Beach Lake Area and, on an ad hoc basis, to any other **MBDA**-managed facility or area. Where the **MBDA** requires garden maintenance or cleansing work at another facility, it issues written work instruction and the work is charged at the daily labour rates in item 2, together with disposal, specialized equipment and buy-outs as applicable.

The standing team at the Kings Beach Lake Area may not be redeployed to another facility. Work at other facilities must be resourced separately.

Additional work at other sites is not guaranteed and will only be required if budget allows. Where such work arises, the **MBDA** may request a separate written quotation for that site before issuing work instruction. Any such quotation must be based on the rates in Annexure A and may not introduce any new rate, fee or charge. No guarantee of volume or value is given or implied, and no claim may be made for work that does not materialize.

2.6 WHAT THE MBDA PAYS FOR AT THE KINGS BEACH LAKE AREA

The fixed monthly rate at item 1 covers the entire scope of section 2 — all labour, supervision, transport, consumables and all standard equipment listed in section 3, including pruning equipment. Because the labour is already on site, no daily labour rate and no charge for the use of standard equipment may be added for work at this site.

In addition to the fixed monthly rate, the **MBDA** will pay only for:

- Disposal of debris, green waste and harvested aquatic weed — per load, at item 3.
- Specialized equipment — per day, at item 4, where the **MBDA** has instructed it in writing.
- Buy-outs — anything the **MBDA** requires that must be bought or hired from a third party, at item 5, charged at actual third-party cost plus the quoted mark-up.

2.7 WORK ORDER PROCESS

Item 1 of the Pricing Schedule is a fixed monthly rate, invoiced monthly in arrears against the signed site log and monthly report. All other items are called off as follows:

Step 1 — Order: The **MBDA** issues a written work instruction stating the site, the tasks, the quantities, the number of workers and the number of days, or the disposal loads, specialized equipment or buy-outs required.

Step 2 — Deliver: The service provider delivers the workers, equipment or items as instructed. The **MBDA** signs off the completed work.

Step 3 — Invoice: The service provider submits an invoice using only the quoted rates. Invoices are paid within 30 days.

2.8 TIMELINES & DURATION

The contract period is anticipated to be for six (06) months and will terminate upon reaching the end of the contract period or the maximum contract value, whichever occurs first

3. MINIMUM STANDARDIZED EQUIPMENT REQUIREMENTS

The minimum standardized equipment listed below is required for the Kings Beach Lake Area. It must be provided for, and kept available at, that site for the full duration of the contract, and its cost is included in the fixed monthly rate at item 1 of the Pricing Schedule. The service provider must own or have access to:

- Long wheelbase 1-ton bakkie or equivalent smaller bakkie with trailer, able to cart away debris and rubbish
- Lawn mowers, weed-eaters and blowers
- Pruning equipment — hedge trimmers, secateurs, loppers, pruning saws and pole pruners / pole saws
- Chain saws and tree-cutting tools
- Pressure washer (petrol — no power on site)
- Long-handled nets, rakes etc. for the removal of aquatic weed and floating litter
- Waders for the workers who have to enter the water body
- Garden hand tools, wheelbarrows, brooms, litter tools, hosepipes and ladders
- Cloths, buckets, scrapers.
- Hand sprayers, buckets and a rigid sharps container
- Buoyancy aids for all personnel working over or adjacent to the water, and a spill kit

Any other durable tool or equipment that is reasonably needed to perform the scope of works, including blades, wear parts, servicing and maintenance of all of it.

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	All the above forms are part of standard equipment and may not be charged for, at the Kings Beach Lake Area or at any other MBDA facility. Pruning equipment is standard equipment and pruning with them is included in the rates at items 1 and 2. Where equipment other than the standard list above is required — at the Kings Beach Lake Area or at any other MBDA facility or area — it is treated as specialized equipment and charged per day at item 4 of the Pricing Schedule, on the MBDA's written instruction. Where there is no comparable item listed at item 4, it is hired as a buy-out at item 5, at actual third-party cost plus the quoted mark-up. The availability and use of the bakkie and trailer form part of standard equipment and may not be charged for. The only use of the bakkie that may be charged is the disposal of waste, which is charged per load at the applicable rate line. 4. MINIMUM REQUIREMENTS Bidders must provide the following information to be considered for evaluation: 4.1 A minimum of two (2) appointment letters or purchase orders for similar services relating to (horticulture, landscaping, or environmental open-space maintenance), supported by traceable references indicating the client contact person, contact number and email address. 4.2 Written confirmation of proof of ownership or access to the standard equipment listed in section 3. FAILURE TO PROVIDE THE ABOVE LISTED MINIMUM REQUIREMENTS WILL DEEM YOUR BID NON-RESPONSIVE 5. ADDITIONAL REQUIREMENTS The successful bidder must maintain Public Liability Insurance of at least R5,000,000 per claim for the full duration of the contract. Within fourteen (14) days from date of appointment, the service provider must provide proof of Public Liability Insurance, a valid COIDA Letter of Good Standing and a site-specific health and safety plan covering work near water, chainsaw operation, working at height and chemical handling. 6. PRICING REQUIREMENTS Bidders must complete every line item in the Annexure A – Pricing Schedule below. Bids are evaluated on VAT-exclusive prices. A working day is eight (8) hours on site. The same quoted rates will also be used, on an ad hoc basis, for similar cleansing services at other MBDA-managed facilities and areas, as set out in clause 2.5. CLOSING DATE: MONDAY, 28 SEPTEMBER 2026 TIME: 16:00
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 price and specific goals as per MBD 6.1 attached.

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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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PART 4 – PRICING SCHEDULE

FIRM PRICES (PURCHASES) (MBD 3.1) | BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES EXCLUDING)

Name of Bidder:	Bid Number:
Closing Date and Time:	

Rate	Description	Excl VAT (R)	Incl VAT (R)
1. Kings Beach Lake Area — ongoing maintenance team, fixed monthly rate. This is the full monthly cost of the standing team on site and covers the entire scope of works in section 2. Nothing further may be added to it.			
1.1 Maintenance team — per month	Three (3) workers on site for the contracted hours, including wages and statutory benefits, PPE and uniform, transport to and from site, consumables, and all standard equipment listed in section 3. Covering all grounds, cleansing, pruning, planting, reed and aquatic weed work described in section 2.	R	R
1.2 Supervision — per month	Weekly supervisory visits, site log, monthly report and contract management.	R	R
2. Ad hoc labour at other MBDA facilities and areas — per worker per day. This item does NOT apply to the Kings Beach Lake Area, where labour is covered by item 1. A working day is eight (8) hours on site.			
2.1 Labour — per worker per day	Wages for one trained worker for one standard 8-hour day, plus their PPE and uniform.	R	R
2.2 Supervisor — per day	Wages for one working supervisor for one day, plus PPE and uniform.	R	R
2.3 Transport — per team per day	Transport of the team and standard equipment to and from site, regardless of team size.	R	R
2.4 Consumables — per team per day	Fuel and oil, trimmer line, black bags and cleaning solutions. Durable tools are standard equipment and may not be charged for.	R	R
3. Disposal — per load, priced by load size. Applies at the Kings Beach Lake Area and at other MBDA facilities. Covers collection, loading, transport, lawful off-site disposal and tipping fees for rubbish, debris, green waste and harvested aquatic weed. One rate per load, nothing extra. The MBDA states the load type and size in each work instruction.			

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Rate	Description	Excl VAT (R)	Incl VAT (R)
3.1 LWB bakkie load (1 ton) or equivalent bakkie-with-trailer load	Per load.	R	R
3.2 Truck load — 6 m ³	Per load.	R	R
3.3 Truck load — 8 m ³	Per load.	R	R
3.4 Truck load — 10 m ³	Per load.	R	R
3.5 Skip — 2 m ³	Per load.	R	R
3.6 Skip — 3 m ³	Per load.	R	R
3.7 Skip — 6 m ³	Per load.	R	R
3.8 Skip — 8 m ³	Per load.	R	R
3.9 Skip — 11 m ³	Per load.	R	R
3.10 Skip — 12 m ³	Per load.	R	R
3.11 Skip — 18 m ³	Per load.	R	R
3.12 Skip — 30 m ³	Per load.	R	R
4. Specialized equipment — per day, priced by equipment type and size. Heavy or high-access equipment beyond the standard kit, supplied only when the MBDA instructs it in writing. Applies at the Kings Beach Lake Area and at all other MBDA facilities. Each rate is one full working day of eight (8) hours and includes the operator, fuel, blades, consumables, delivery to site and collection from site. Nothing further may be added.			
4.1 Telescopic window-washing pole — up to 6 m	Per day.	R	R
4.2 Telescopic window-washing pole — over 6 m up to 12 m	Per day.	R	R
4.3 Telescopic window-washing pole — over 12 m	Per day.	R	R
4.4 Extension ladder — 6 m	Per day.	R	R

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Rate	Description	Excl VAT (R)	Incl VAT (R)
4.5 Extension ladder — 9 m	Per day.	R	R
4.6 Extension ladder — 12 m	Per day.	R	R
4.7 Mobile scaffold tower — up to 6 m platform height	Per day.	R	R
4.8 Mobile scaffold tower — over 6 m up to 12 m platform height	Per day.	R	R
4.9 Genie / vertical mast lift — up to 8 m working height	Per day.	R	R
4.10 Genie / vertical mast lift — over 8 m up to 12 m working height	Per day.	R	R
4.11 Scissor lift — up to 10 m working height	Per day.	R	R
4.12 Scissor lift — over 10 m up to 14 m working height	Per day.	R	R
4.13 Boom lift / cherry picker — up to 14 m working height	Per day.	R	R
4.14 Boom lift / cherry picker — over 14 m up to 20 m working height	Per day.	R	R
4.15 Telescopic chain saw (pole saw) up to 4 m reach	Per day.	R	R
4.16 Telescopic chain saw (pole saw) over 4 m reach	Per day.	R	R
4.17 Chain saw — petrol, bar up to 400 mm	Per day.	R	R
4.18 Chain saw — petrol, bar over 400 mm	Per day.	R	R

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Rate	Description	Excl VAT (R)	Incl VAT (R)
4.19 Woodchipper — up to 100 mm feed capacity	Per day.	R	R
4.20 Woodchipper — over 100 mm up to 150 mm feed capacity	Per day.	R	R
4.21 Woodchipper — over 150 mm feed capacity	Per day.	R	R
4.22 Stump grinder	Per day.	R	R
4.23 Brush cutter / heavy-duty line trimmer	Per day.	R	R
4.24 Ride-on mower	Per day.	R	R
4.25 High-pressure washer — cold water	Per day.	R	R
4.26 High-pressure washer — hot water	Per day.	R	R
4.27 Generator — up to 5 kVA	Per day.	R	R
4.28 Generator — over 5 kVA up to 15 kVA	Per day.	R	R
4.29 Water bowser / mobile water tank	Per day.	R	R
4.30 Traffic accommodation kit — cones, signage and barriers	Per day.	R	R
4.31 Punt or small craft, with buoyancy aids, for work on the water body	Per day.	R	R
4.32 Floating boom for corralling aquatic weed	Per day.	R	R
5. Mark-up on buy-outs — %	Your only margin on anything the MBDA requires that is bought or hired from a third party and is not covered by rates 1–4, at the Kings Beach Lake Area or at any other MBDA	%	

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Rate	Description	Excl VAT (R)	Incl VAT (R)
	facility or area — whether listed here or not. This includes replacement plants, trees, lawn, compost, mulch, water treatment products, laboratory analysis and any hired item. Charged at actual third-party cost plus this one mark-up. No other fee of any kind.		

PLEASE NOTE:

- 5 The labour rate must include applicable legislative statutory benefits.
- 6 At the Kings Beach Lake Area, the MBDA pays item 1 plus only disposal (item 3), specialized equipment (item 4) and buy-outs (item 5). Item 2 does not apply to this site.
- 7 A working day is eight (8) hours on site. Where specialized equipment under item 4 is used for less than a full day, it is charged at 60% of the quoted day rate. No minimum-hire, standby, delivery, collection or call-out charge of any kind may be added.
- 8 If the MBDA instructs a disposal load of a size not listed at items 3.1 to 3.12, the rate of the nearest quoted size applies, adjusted pro-rata to volume. No other disposal charge of any kind may be added.
- 9 If the MBDA instructs specialized equipment of a type or size not listed at items 4.1 to 4.32, the rate of the nearest listed item applies. Where there is no comparable listed item, it is treated as a buy-out and charged at actual third-party cost plus the mark-up quoted in item 5, with no other fee.
- 10 Where an item listed at item 4 also forms part of the standard equipment required in section 3, it may not be charged for at the Kings Beach Lake Area. The item 4 rate applies only at other MBDA facilities, where that item is not part of the standing kit.
- 11 Buy-outs must be instructed in writing in advance and supported by a third-party quotation and proof of actual cost.
- 12 All equipment listed under item 4 must be operated by competent, trained personnel, and the service provider remains responsible for all statutory compliance, certification, inspection and insurance relating to that equipment at no additional cost to the MBDA.
- 13 Quantities for items 2, 3, 4 and 5 are called off by written work instruction. No guarantee of quantity is given or implied.

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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.

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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.

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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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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

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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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Company Secretary: M Matiwane