Address all correspondence to:
The Municipal Manager
Kopanong Local Municipality
Private Bag X23
TROMPSBURG
9913

RFQ DOCUMENT

Request for Quotation: Supply and Delivery Personal Protective Equipment.

Reference Number: KLM: PPE/10/2026

BIDDER: _____ CSD NO: _____

TENDERED AMOUNT (Vat Incl): _____

CONTACT PERSON: _____ POSITION: _____

CONTACT NO: _____

Table of Contents:

DETAILS:	PAGE NO
PART 1: GENERAL INFORMATION – **MBD 1** Invitation to Bid	3
PART 2: APPLICATION FOR TAX COMPLIANCE STATUS PIN – **MBD 2** Tax clearance requirements	7
PART 3: PRICING SCHEDULES – **MBD 3** Pricing	9
PART 4: DECLARATION OF INTEREST – **MBD 4** Declaration of Interests	11
PART 5: DECLARATION CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS – **MBD 6.1** Preference claim	14
PART 6: CONTRACT FORM FOR THE SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT - **MBD 7**	20
7.1. CONTRACT FORM	21
7.2. SCOPE OF THE WORK	23
7.3. SPECIAL CONDITIONS OF CONTRACT (SCC)	27
7.4. REPORTING REQUIREMENTS	30
PART 7: BIDDERS PAST WORK EXPERIENCE - **MBD 8**	31
PART 8: CERTIFICATE OF INDEPENDENT BID DETERMINATION – **MBD 9**	34
CONCLUSION	38

PART 1

GENERAL INFORMATION – MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
BID NUMBER:	**KLM: PPE/10/2026**	CLOSING DATE:	**19-11-2026**	CLOSING TIME:	**16H30pm**
DESCRIPTION	**Supply and Delivery of Personal Protective Equipment.**				
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*

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:	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	***ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?***	☐Yes ☐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	Supply Chain	CONTACT PERSON	K Moroka
CONTACT PERSON	MG Dhlamini	TELEPHONE NUMBER	0823982096
TELEPHONE NUMBER	083 281 7488	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	khumoengmoroka@gmail.com
E-MAIL ADDRESS	mgdhlamini@gmail.com		

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 THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

MUNICIPALITY:	Kopanong Local Municipality
DEPARTMENT:	Supply Chain Management
CONTACT PERSON:	MG Dhlamini
CONTACT NUMBER:	083 281 7488
Email:	mgdhlamini@gmail.com

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT:	PMU
CONTACT PERSON:	K Moroka
CONTACT NUMBER:	0823982096
Email:	khumoengmoroka@gmail.com

PART 2

TAX COMPLIANCE STATUS PIN - MBD 2

TAX COMPLIANCE STATUS PIN REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Compliance Status Pin" and submit it to any SARS branch office nationally. The Tax Compliance Status Pin Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Compliance Status Pin that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Compliance Status Pin / System Generated TCS Pin must be submitted together with the bid. Failure to submit the original and valid Tax Compliance Status Pin will result in the invalidation of the bid. Certified copies of the Tax Compliance Status Pin will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Compliance Status Pin.

5. Copies of the TCC 001 "Application for a Tax Compliance Status Pin" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Compliance Status 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.

PART 3

PRICING SCHEDULE – MBD 3

ACTIVITY SCHEDULE

NOTE: The total prices in the form of offer and acceptance includes VAT.

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 BEE 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: ……..……

Closing Time: …… Closing Date: ……....

Offer Incl. VAT: R……..…. Discount Incl. Vat: R……..……

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

PART 4

DECLARATION OF INTEREST – MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: ……

3.2 Identity Number: ……

3.3 Company Registration Number: ……

3.4 Tax Reference Number: ……

3.5 VAT Registration Number: ……

3.6 Are you presently in the service of the state

3.6.1 If so, furnish particulars. * **YES / NO**

……
……

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

3.7.1 If so, furnish particulars.

……

* MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the
meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.……

3.8 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**

3.8.1 If so, furnish particulars.

……
……

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.9.1 If so, furnish particulars
…….
…….

3.10 Are any of the company's directors, managers, principle Shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.
……
……

3.11 Are any spouse, child or parent of the company's directors, Managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.
……
……

CERTIFICATION

I, THE UNDERSIGNED (NAME)

……

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…….....… …….....
Signature Date

……..... ……
Position Name of Bidder

PART 5

PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 – MBD 6.1

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIALPROCUREMENT 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

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.

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) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ Or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOMEGENERATING PROCUREMENT

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

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 90/10preference 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 the90/10 and 80/20 preference point system.

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

Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 points system) (To be completed by the organ of state)	Number Of Points Claimed (80/20 Points System) (To Be Completed By The Bidder)	Means of Verification
Enterprise within KLM Jurisdiction	5		Municipal Account/Proof of Address/CSD
Black Ownership	5		Certified BBBEE SANAS/Sworn affidavit
Women Ownership	5		CIPC/CSD
Youth Ownership	3		Certified ID's of Directors/CIPC/CSD
People with Disability	2		Doctors medical certificate
Total Points	**20**		

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:**……

PART 6

CONTRACT FORM FOR RFQ: SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT - MBD 7

7.1. 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/proposal specifications stipulated in Bid Number……..at the price(s) quoted. My offer(s) remains 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, Invitation to bid, Tax Compliance Status Pin, Pricing schedules(s), Filled in task directive/proposal, Preference claims in terms of the Preferential Procurement Regulations of 2022, Declaration of Interest, Special Conditions of Contract
   ii. General Conditions of Contract, and
   iii. Other
3. I confirm that I have satisfied myself as to the corrections 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 responsibilities for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of the 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 authorized to sign this contract.

NAME:	
CAPACITY:	
SIGNATURE:	
NAME OF FIRM:	
DATE:	

WITNESS 1:	
DATE:	
SIGNATURE:	
WITNESS 2:	

DATE:	
SIGNATURE:	

CONTRACT FORM- RENDERING OF SERVICES

PART 2(TO BE FILLED IN BY THE PURCHASER)

I……in my capacity as……accept your bid under reference number……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 days after receipt of an invoice.

Description of Service	**Price (VAT Incl)**	**Completion Date**	**Preference Points Claimed for Specific Goals**

I confirm that I am duly authorized to sign this contract,

SIGNED AT……ON……

NAME (PRINT)……..

SIGNATURE…….

WITNESS 1:	
DATE:	
SIGNATURE:	
WITNESS 2:	
DATE:	
SIGNATURE:	

OFFICIAL STAMP

7.2. SCOPE OF WORK

7.2.1. Description of the Work

This Bid invites qualified suppliers to Supply and Deliver Personal Protective Equipment for Municipal Officials that meet the operational, technical, and security needs of municipal officials. The Items must support productivity, compliance, and long-term durability.

7.2.2. Itemized Requirements

7.2.2.1. Quantity

PROTECTIVE CLOTHES FOR ALL NINE UNITS FOR PROCESSES CONTROLLER

WARDER SUIT SIZE	NUMBER
3	1
5	4
6	8
7	20
8	22
9	8
10	4
11	2

TOTAL NUMBER OF WARDER SUITS =69

Safety google 100 for all nine units

PROTECTIVE CLOTHES OR ALL NINE UNITS AND HEADOFFICE

GRAND TOTAL

OVERALLS SIZE	TOTAL
32	7
34	17
36	20
38	33
40	31
42	27
44	34
46	16
48	17
50	10
52	2
54	1
58	1

OVERALL SIZES OIL RESISTANCE

SIZES	TOTAL
32	1
34	1
38	2
40	2
44	1

BOOTS	SIZES
3	2
4	13
5	33
6	45
7	52

8	58
9	22
10	6
11	4
12	1

DRESSES FOR CLEANERS

SIZES	TOTAL
38	3
42	1
46	7
48	1
50	2

EPWP- Orange overalls with "EPWP" logo at the back and Municipal logo in front

Overrall size n Quantity

Size	Quantity
30	3
32	6
34	12
36	3
38	2
40	5
44	2
48	4
50	1

Bova Boots

Size	Quantity
3	3
4	4
5	8
6	6
7	13
8	8
9	6
10	0

Overrall – Navy Jumpsuits

Size	Quantity
32	1
34	4
38	2
40	2
44	1
48	1

EPWP logo and JCB Chelsea

Boots- JCB

Size	Quantity
5	4
6	3
7	2
8	2
9	1
10	0

Mun Logo in front brown

	Quantity
Chest Wader	36

7.2.3. Delivery Requirements

- Delivery Address: Kopanong Local Municipality, Head Office, 20 Louw Street, Trompsburg, 9913.
- Delivery Timeline: Within 7 working days of order confirmation
- All items must be new, sealed, and compliant with specifications

7.3 SPECIAL CONDITIONS OF CONTRACT (SCC)

7.3.1 General Conditions of the Contract

- All goods must conform to the specifications outlined in the RFQ.
- The Municipality reserves the right to inspect goods prior to acceptance.
- Non-compliant goods may be rejected at the Supplier's expense.

7.3.2 Contract Duration

- The contract shall commence on the date of official purchase order issuance and remain valid until successful delivery, inspection, and acceptance of goods.

7.3.3 Delivery terms

- Delivery must be completed within **7 working days** from the date of order.
- Delivery shall be made to the designated municipal site, with offloading and placement included.
- Late delivery may result in penalties or cancellation of the order.

7.3.4 Quality and Compliance

- All goods must conform to the specifications outlined in the RFQ.
- The Municipality reserves the right to inspect goods prior to acceptance.
- Non-compliant goods may be rejected at the Supplier's expense.

- **Warranty Period**

  - All PPE supplied under this RFQ must carry a minimum warranty period of **12 months** from the date of delivery.
  - The warranty shall cover defects in materials, workmanship, and compliance with safety standards.

- **Scope of Warranty**

  - Replacement of defective PPE at no additional cost to the purchaser.
  - Immediate replacement of PPE that fails to meet safety requirements during normal use.
  - Warranty applies to all items including safety boots and protective clothing.

- **Exclusions**

  - Damage caused by misuse, negligence, or unauthorized modifications.
  - Normal wear and tear due to proper usage.

- **Supplier Obligations**

  - Bidders must provide written confirmation of warranty terms in their quotation.
  - Proof of certification and compliance with **SABS** or equivalent standards must accompany all PPE supplied.

- Suppliers must ensure availability of replacement stock within agreed delivery timelines.

- **Non-Compliance**

  - Failure to honour warranty obligations may result in penalties, contract termination, or disqualification from future tenders.

7.3.6 Payment terms

- Payment shall be made within 30 days of receipt of invoice, subject to successful delivery and acceptance of goods.
- No advance payments will be made unless expressly approved in writing.

7.3.7 Termination

- The Municipality may terminate the contract for non-performance, breach of terms, or failure to deliver within the agreed timeframe.
- In such cases, the Municipality reserves the right to procure goods from an alternative supplier.

7.3.8 Force Majeure

- Neither party shall be liable for failure to perform due to events beyond their control (e.g., natural disasters, strikes, government actions).
- The affected party must notify the other in writing within 5 days of such event.

7.3.9 Dispute Resolution

- Any disputes shall first be resolved through mutual consultation.
- If unresolved, disputes may be referred to arbitration in accordance with the Arbitration Act of South Africa.

7.3.10 Governing Law

- This contract shall be governed by the laws of the Republic of South Africa.
- The jurisdiction shall lie with the courts located in Kopanong Local Municipality or The Free State Province.

7.3.11 Ethical Conduct

- The Supplier shall not engage in any form of corruption, collusion, or unethical behaviour.
- Breach of this clause may result in blacklisting and termination of contract.

7.3.12 Compliance & Documentation

- **Central Supplier Database (CSD)** registration — a copy must be attached
- **Tax Compliance Status (TCS) PIN** - must be attached

- **Certified copy of company registration certificate** - Must reflect names and ID numbers of active shareholders
- **Municipal clearance certificate or account** not older than **90 days**, if leasing premises: Attach **lease agreement** and **lessor's municipal account**, for individual directors: Attach **individual municipal account** or **individual lease agreement**.
- No quotation will be accepted from a person **in the service of the state**
- Fully completed and signed: RFQ document obtainable on the e-tender portal and Supply Chain Management offices

Submission Rules:

- **No faxed or emailed quotations** will be accepted
- Late submissions (after **19 November 2026 at 16h30**) will be disqualified
- Quotations must be placed in the **black steel tender box** at: Kopanong Local Municipality, 20 Louw Street, Trompsburg, 9913. (In a Black Steel tender box at Head office reception entrance)
- Failure to comply with any of the above conditions will **invalidate your bid**.

7.3.13 Penalties

- Failure to comply with delivery timelines or specifications may incur a **penalty of 5% per day**, capped at 20% of the order value.

7.4. REPORTING REQUIREMENTS

The service provider will be required to report regularly to the Chief Financial Officer of Kopanong Local Municipality and to the designated official within Kopanong Local Municipality.

Contact Person: Acting Supply Chain Manager: Mr. MG Dhlamini

7.4.1 Project Finances

The Project is funded through equitable share.

7.4.2 Advertisement

The Tender will be advertised for a maximum of 7 working days excluding public holidays and weekends on the Municipal notice boards across all nine towns of the municipality with reference: **Contract No: PPE/10/2026.**

7.4.3 Briefing Session

N/A

7.4.4 Time Frames

- Availability of RFQ Document: **11 November 2026.**
- RFQ closing Date: **19 November 2026 @ 16h30 pm.**

7.4.5 Validity Period

The RFQ validity period will be **60 days** from the closing date.

Part 7

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES – 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. wilfully 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 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 *audi alteram partem* 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 Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender 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 ☐
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**

PART 8

CERTIFICATE OF INDEPENDENT BID DETERMINATION – MBD 9

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *PE SE* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD

9) Must be completed and submitted with the bid:

[1] **Includes price quotations, advertised competitive bids, limited bids and proposals.**

[2] **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

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 consortium[3] 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.

[3] **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

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

CONCLUSION

This RFQ document aligns with the latest **Preferential Procurement Regulations (2022)** and **MFMA provisions** to ensure financial accountability and compliance. Service providers must ensure adherence to these regulatory frameworks in their bid submissions.

For any clarifications, bidders are advised to contact the **Supply Chain Management Office** at Kopanong Local Municipalit