**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

# ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER OR MORE THAN ONE SERVICE PROVIDER FOR THE COLLECTION OF ANIMALS CARCASSES FOR A PERIOD OF ONE YEAR AND APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPOUNDING OF NUISANCE ANIMALS WITHIN TSHWANE FOR A PERIOD NOT EXCEEDING 12 MONTHS: WITH EFFECT FROM 1 JANUARY 2027

**QUOTATION NO: Q68-2025-26**

**NAME OF BIDDER: ……..**

**CSD NUMBER: …….**

**VENDOR NUMBER …….**
**(Compulsory)**

Prepared by:
City of Tshwane
Metropolitan Municipality
Tshwane House
320 Madiba Street
PRETORIA
0001
Tel: (012) 358 9999

| | |
|---|---|
| **CLOSING DATE** | **3 DECEMBER 2025** |

Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.

CITY OF TSHWANE

METROPOLITAN MUNICIPALITY

DEPARTMENT: HEALTH SERVICES

**BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:**

| Bid No | Description | Dept. | Contact Officials | Compulsory Briefing Session | Closing date |
|---|---|---|---|---|---|
| Q68-2025-26 | **ADVERTISEMENT: QUOTATION FOR THE APPOINTMENT OF THREE SERVICE PROVIDERS FOR THE COLLECTION OF ANIMAL CARCASSES FOR A PERIOD OF ONE YEAR AND THE APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPOUNDING OF NUISANCE ANIMALS WITHIN TSHWANE FOR A 12 MONTH PERIOD: WITH EFFECT FROM 1 JANUARY 2026 OR THE NEAREST DATE** | HS | Josia Masenya<br>(012) 358 0658<br>josiasma@tshwane.gov.za<br>Jerry Motsamai<br>(012) 358 8609<br>JerryM@tshwane.gov.za | Date: 26 November 2026<br>Time: 11:00<br>Venue: Room 1092, 1st Floor, Sammy Marks (above the clinic), cnr Madiba and Sisulu Street, Pretoria | 3 December 2025 at 10:00 |

**The City of Tshwane is migrating to an e-tender portal.**

**An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time no later than**

**Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 3 December 2025.**

**Technical enquiries: Jerry Motsamai at (012) 358 8609 or JerryM@tshwane.gov.za**

**Supply Chain enquiries: Josia Masenya at (012) 358 0658 or josiasma@tshwane.gov.za**

**Bids will remain valid for a period of 90 days after the closing date**

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- Bid documents must be completed using a black pen (not re-typed or scanned)
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

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| **LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF BID DOCUMENT** | | | |
| **9** | **Company Registration Certificate** | | |
| **10.** | **Tax Clearance Certificate or Unique Pin** | | |
| **11.** | **BBBEE Certificate** | | |
| **12.** | **Rates and Taxes** | | |
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| | | | |

CITY OF TSHWANE
IGNITING EXCELLENCE

**HEALTH DEPARTMENT**

**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER OR MORE THAN ONE SERVICE PROVIDERS FOR THE COLLECTION OF ANIMALS CARCASSES FOR A PERIOD OF ONE (1) YEAR AND APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPOUNDING OF NUISANCE ANIMALS WITHIN THE CITY OF TSHWANE FOR A PERIOD NOT EXCEEDING 12 MONTHS: WITH EFFECT FROM 1 JANUARY 2027**

**QUOTATION NUMBER**

**Q68-2026-27**

## 1. INTRODUCTION AND PURPOSE

This quotation is for the appointment of service providers for the rendering of the following services within the city, excluding aggressive/violent animals; -

**CATEGORY A**

- The collection and disposal of carcasses throughout the seven regions of the City upon instruction by an authorized Environmental Health Practitioner.

  **NB: Service provider (1 service provider or more per cluster) to be appointed for collection and disposal of carcasses: -**

  Cluster 1- Regions 3, 6 and 4
  Cluster 2 Regions 1 and 2
  Cluster 3 Region 5 and 7

  **NB: In case where the city is unable to appoint a service provider for a specific cluster as mentioned above, due to non-responsive bids, or any other challenge that renders it impossible for the appointed service provider for a specific cluster to render services in his/ her cluster, the Health Department reserves the right to instruct the available service provider/s to render a service at the cluster having such demand in line with the fee structure of that service provider. The appointed service**

**provider/s will be bound by this decision as it is done in the interest of public health.**

**CATEGORY B**

- One (1) service provider for the collection and impounding of nuisance animals in the city of Tshwane's area of jurisdiction.

The City of Tshwane Health Bylaws for the keeping of animal's birds, and poultry provides for procedures to be followed prior to impounding of animals, and the National Health Act provides a mandate for the city to keep the environment in a safe and hygienic manner. The quotation will be valid for a period of one (1) year with effect from **01 January 2027** or date of appointment (whichever comes last).

**One service provider (depending on qualification upon Capacity response time and meeting all other requirements) may qualify for both A and B, simultaneously)**

## 2. BACKGROUND

According to section 24 of the Constitution of the Republic of South Africa as amended, everyone has the right to an environment that is not harmful to their health and well-being. Chapter seven of the Constitution also states clearly as one of the objects of the Local Government: "to promote a safe and healthy environment".

Part B of Schedule 5 of the Constitution lists the control of public nuisances, facilities for the accommodation, care and burial of animals as a competency reserved for local government. The City of Tshwane in advertising the tender for the collection and disposal of carcasses as well as the collection and impounding of nuisance animals seek to address its responsibilities in terms of the mandate granted to it in terms of the Constitution.

This quotation request will benefit the City of Tshwane in ensuring a safe and healthy environment through the removal of dead carcasses, that may pose a health nuisance, ensuring the safe transportation and disposal of same in a manner agreed upon with the municipality. Further, to impound nuisance animals that may, in the opinion of the Health Department, pose a threat to the health of individuals/ community.

The rendering of this service in the City of Tshwane further enhances the city's ability to attain the strategic objectives below:

Strategic Objective 3: To fight poverty, and build clean, healthy, safe and sustainable communities.

- KPA 3.8: Promote a clean, healthy, and sustainable environment and reduce the burden of preventable diseases on our people and our economy, including chronic illness, TB, HIV and Aids.

This quotation further displays the commitment of the city to serve its residents who will directly benefit by living in a clean and healthy environment free of any health nuisance.

All services rendered in terms of this quotation will be done **upon instruction of the department or where the nuisance is initially sighted by the service provider, the department will have to approve such collection and disposal.**

## 3. PROJECT SCOPE

### SERVICE PROVIDER REQUIREMENTS

The City of Tshwane is inviting bids from the service provider/s which have the competency to:-

3.1. handle animal care matters including the impounding of animals creating a nuisance in public areas, excluding aggressive animals in line with the City of Tshwane Keeping of animals by-law; as well as the transportation thereof;

3.2. transport animals in compliance with the Animal Protection Act 71 of 1962 and the Animal Health Act 7 of 2002 and relevant regulations.

3.3 source the necessary transportation and equipment to collect, handle and dispose of carcasses.

3.4 (i) The service provider/s appointed must comply with all related legislative requirements in terms of keeping and handling of animals, such as the Animal Protection Act of 1962, the City of Tshwane bylaws, the Labour Relations Act and any other law relating to animals and related employee matters.

3.5 The above requirements must be met always ensuring compliance with the following legislation applicable to the service to be rendered.

- Animal Diseases Act 35 of 1984
- Animal Protection Act 71 of 1962
- National Health Act 61 of 2003
- Labour Relations Act 66 of 1995
- Animal Health Act 7 of 2002

## 3.6. SPECIFICATIONS

**CATEGORY A**

**THE COLLECTION AND SAFE DISPOSAL OF CARCASSES/ DEAD ANIMALS.**

Appointment of service provider/s for clustered regions within the city; **one service provider or more per cluster** namely: -

**Cluster 1** **Regions 3, 6 and 4**

**Cluster 2** **Regions 1 and 2**

**Cluster 3** **Region 5 and 7**

**3.6.1** One or more bidders may be appointed under Category A, with a maximum of one bidder awarded per cluster. All bidders will be evaluated in accordance with the requirements of the Preferential Procurement Policy Framework Act (PPPFA) and the applicable Supply Chain Management (SCM) Policy.

Bidders are advised that awards under Category A may be subject to price negotiations, where necessary, in line with the SCM Policy, to ensure that no financial loss is incurred by the City.

Where more than one bidder is appointed, clusters will be allocated based on the final SCM evaluation and ranking as follows:

Cluster 1 will be awarded to the highest-ranked bidder;

Cluster 2 will be awarded to the second-highest-ranked bidder; and

Cluster 3 will be awarded to the third-highest-ranked bidder.

Accordingly, it is recommended that Cluster 1 be allocated to the highest-scoring bidder based on the SCM points evaluation.

**3.6.2** This quotation request is for the removal and safe disposal of carcasses **found on the streets and/ or open ground, sidewalks, main routes and freeways**. The quotation request covers the collection, receipt and disposal of carcasses collected by the service provider upon instruction from the city of Tshwane.

This quotation request includes the removal and safe disposal of carcasses or similar, from private property upon instruction of an authorized Environmental Health Practitioner to remedy a health nuisance. The costs incurred will be recovered by the Health Department from the owner of the premises.

**3.6.3** The means of safe disposal of the carcasses should be either by incineration in an approved facility or at an approved institution of animal preservation e.g. the Pretoria Zoo or disposal at an approved landfill site. Proof of such incineration / donation or safe disposal at the approved landfill sites, and pictures of the collected carcasses must be submitted with the monthly records and invoices for payment.

**3.6.4** The service provider must provide a depot with refrigeration facilities for the storage of carcasses prior to disposal.

**3.6.5** The service provider must have a valid contract to utilize a specific landfill site within the city for disposal and submit proof of same within 15 days of commencement of the contract.

**3.6.6** The service provider will keep proper and identifiable records related to all services rendered in terms of this agreement and charge the fees as per pricing schedule.

**3.6.7** In case of direct removals and disposal or surrender of animals to an animal preservation institution, an EHP must be present during the collection of that animal.

**3.6.8** Appropriate and approved vehicles and equipment for transportation, efficient disposal of carcasses should be provided.

## 3.7 COLLECTION TIME FRAMES

The collection of carcasses upon instruction from the CoT should be effected within **three (3) hours** of the service provider receiving the instruction, except in exceptional circumstances in which case the service provider will give prior notification to the CoT of the reasons for non-adherence to the stipulated time frame, e.g. multiple deaths due to traffic accidents.

## 3.8 CONTROLS FOR THE COLLECTION OF CARCASSES

**3.8.1** The quotation request will be awarded subject to the approval of the following, which will be subject to regular inspections by the Department

- premises,
- equipment,
- vehicles and
- staff component.

**3.8.2** The records kept by the service provider will be subjected to regular audits by the City of Tshwane.

**3.8.3** The service provider will submit monthly records to the city of services provided in terms of this agreement.

**3.8.4** The service provider will provide a monthly summary report of services provided, together with its invoice, pictures of collected carcasses, and proof of safe disposal.

**3.8.5** The service provider will invoice the CoT monthly by the 3rd day of each following month after which the service has been rendered. The invoices will indicate the following:

- number and type of animal attended to,
- the type of service provided,
- the date of the service,
- the contact details of the third party who requested the service, where available, and
- picture evidence depicting the rendering of the service and
- the amount invoiced.

**3.8.6** The CoT will pay validated invoices of the service provider within 30 days from invoice date, in accordance with National Treasury Regulations

## CATEGORY B

### 3.9 IMPOUNDING OF ANIMALS – UPON INSTRUCTION

**3.9.1** The collection of animals and subsequent impounding thereafter will be done only upon receipt of instructions from the CoT Municipal Health Services.

**3.9.2** The service provider will provide pound services on behalf of the CoT. The service provider will keep the animals at the pound for a maximum period of seven (7) days as per the City of Tshwane Keeping of Animals, Birds and Poultry Bylaw. After the initial seven (7) days the service provider must deal with the animals in accordance with its policies.

**3.9.3** The service provider will provide care, shelter, food, water and medicine, including other necessary medical treatment to all animals in the pound. The service provider will inform the owner (where identity of such owner and address is known) of an impounded animal in writing that the animal has been impounded, and a copy of such notice must be submitted with the records and invoice at the end of each month.

**3.9.4** The service provider must provide proof of access to an animal technician or veterinary doctor for emergencies and dispensing medications.

**3.9.5** The service provider will collect impounding tariffs determined by the city, on behalf of the Department, on animals collected by their owners and give receipts for such monies collected.

**3.9.6** The service provider will keep proper and identifiable records related to all services rendered in terms of the quotation

### 3.10 CONTROLS FOR THE IMPOUNDING OF ANIMALS

**3.10.1** The quotation request will be awarded subject to the approval of the following, which will be subject to regular inspections by the Department.

- premises,
- equipment,
- vehicles and
- staff component.

**3.10.2** The records kept by the service provider will be subjected to regular audits by the CoT.

**3.10.3** The service provider will record all payments received for impounded animals upon collection by their owners. These amounts collected from owners will be offset against the service provider's monthly invoice payments.

**3.10.4** The service provider will submit seven (7) day records to the CoT of services provided per impounded animal in terms of this agreement.

**3.10.5** The service provider will provide a monthly summary report of services provided, together with its invoice.

**3.10.6** The service provider will invoice the CoT monthly, by the 3rd day of each following month after which the service has been rendered. The invoices will indicate the following:

- number and type of animal attended to,
- the type of service provided,
- the date of the service,
- the contact details of the **official** who authorised the service, and
- picture evidence depicting the rendering of the service and
- the amount invoiced.
-

**3.10.7** The city will pay validated invoices of the service provider within 30 days from invoice date, in accordance with national Treasury Regulations.

## 3.11 PREMISES AND EQUIPMENT.

**3.11.1** The service provider should provide appropriate facilities as per legislation to keep any impounded animals in the impounding center for the prescribed maximum period of 7 days and keep a register and other relevant records for all animals in the pound.

**3.11.2** Such facilities should have approved provision for isolation of sick and/or injured animals as well as animals on heat.

**3.11.3** Appropriate and approved vehicles and equipment for the collection and transportation of animals.

**GENERAL**

### 3.12. PERSONNEL

**3.12.1** The service provider will appoint an adequate number of competent personnel who will be charged with the provision of the services in terms of this arrangement.

**3.12.2** The service provider will provide branded protective clothing and relevant equipment to their personnel rendering services in terms of this arrangement.

**3.12.3** The service provider will upon request provide proof of continuous risk assessment and evaluation as required in terms of the Occupational Health and Safety Act.

### 3.13 PENALTY CLAUSES.

**3.13.1** Failure of the service provider/s to provide requested records on time as stipulated in this agreement will result in the non-payment of the invoice **until such records are received**.

**3.13.2** Failure of a service provider/s to collect a carcass within three hours of notification will result in the non-payment by the CoT for the invoiced amount for the same services rendered. (Except in exceptional circumstances, in which case the service provider will give prior notification to the CoT of the reasons for non-adherence to the stipulated time frame, e.g., multiple deaths due to traffic accidents.

## 4. DELIVERABLES

The successful bidder must render the service in line with the project scope and adhere to all, time frames as mentioned in the project scope for submission of reports and invoices.

## 5. STAGES OF EVALUATION

This bid will be evaluated in Four (4) evaluation stages namely**:**

Stage 1: Administrative Compliance
Stage 2: Mandatory Requirements
Stage 3: Site Inspection
Stage 4: Preference Point System

**Stage 1: Administrative Compliance**

AAll the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

| Compulsory Returnable Documentation (Submission of these are compulsory) | Submitted (YES or NO) | Checklist (Guide for Bidder and the Bid Evaluation Committee) |
|---|---|---|
| a) To enable The City to verify the bidder's tax compliance status, the bidder must provide;<br>• Tax compliance status PIN.<br>or<br>• Central Supplier Database (CSD) | | Tax status must be compliant before the award. |
| b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number; | | CSD must be valid. |
| c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area | | Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days? |
| d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders municipal service charges, rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area | | Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the company's owners / members / directors / major shareholders? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days? |
| e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.<br><br>**NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. *See Question 3.14*** | | All documents fully completed (i.e. no blank spaces), All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required, Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or **non-submission of the MBD forms**, will not be considered) |

| Compulsory Returnable Documentation (Submission of these are compulsory) | Submitted (YES or NO) | Checklist (Guide for Bidder and the Bid Evaluation Committee) |
|---|---|---|
| ***of MBD 4. Failure to declare interest will result in a disqualification*** | | |
| f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.<br>**NB**: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.<br><br>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements. | | Applicable for tenders above R10m in conjunction with MBD 5)<br><br>Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements. |
| g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.<br>**NB**: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City. | | If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV. |
| h) Bidder attended a compulsory briefing session where applicable | | A compulsory briefing register must be signed by the bidder.<br><br>**Bidders will be disqualified should they fail to attend compulsory briefing session** |
| i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in. | | Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.<br><br>**Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.**<br><br>**Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.** |

## Stage 2: Mandatory Requirements

**CATEGORY A**

**FOR THE COLLECTION AND DISPOSAL AT A DISPOSAL SITE OR DISPOSAL BY INCINERATION SERVICE, BIDDERS MUST COMPLY WITH THE FOLLOWING:**

**Note: One successful bidder with sufficient capacity may be appointed or more, depending on capacity, response time, and all other requirements.**

**Suitable vehicles for the collection and disposal of carcasses for clusters 1 and 2**:

1. Minimum 2 x 1 ton utility vehicles
2. Ownership documents/ Letter of arrangement for the leasing of vehicles and
3. Photos of the vehicles (owned/to be leased) must be attached

**Suitable vehicles for the collection and collection and disposal of carcasses for cluster 3**:

1. Minimum 1 x 1 ton utility vehicle
2. Ownership documents/ Letter of arrangement for the leasing of vehicles and
3. Photos of the vehicle (owned/to be leased) must be attached

**Experience-**

Signed reference letters, on company letterheads, relating to the nature of the scope of the specific service to be rendered in terms of this quotation must be attached.

**CATEGORY B**

**FOR THE IMPOUNDING SERVICE, BIDDERS MUST COMPLY WITH THE FOLLOWING:**

**Pounding facility**-

1. Ownership documents or
2. Letter of arrangement for the leasing of an existing pound if leasing, as well as,
3. Photos of the pound (owned/to be leased) must be attached.

**Suitable vehicles for the collection and impounding of live animals-**

1. Minimum 2 X 1 ton utility vehicles.
2. Ownership documents/Letter of arrangements for the leasing of vehicles and

3. Photos of the vehicles (owned/to be leased) must be attached.

**Experience**

Signed reference letters, on company letterheads, relating to the nature of the scope of the specific service to be rendered in terms of this tender must be attached.

**Failure to attach the above will result in the bid being disqualified and will not be evaluated further.**

**Stage 3: Site Inspection**

The City reserves the right to make necessary arrangements that will make it feasibly to inspect the vehicles of the potential service providers. The Bidder during Inspection must prepare all the required documents and equipment to be inspected.

**The pound must meet the following minimum requirements for the tender to be awarded: -**

**CHECKLIST FOR ANIMAL IMPOUNDING CENTER: CITY OF TSHWANE**

| | Small | Medium | Big Animals |
|---|---|---|---|
| **1.Separate areas for healthy animals** | | | |
| **2. Separate areas for Injured animals** | | | |
| **3. Separate areas for unidentified animals** | | | |

| **REQUIREMENT** | **YES** | **NO** |
|---|---|---|
| **4. Separate areas for Animals with infectious diseases** | | |
| **5. Well fenced and secured with controlled access always manned** | | |
| **6. Administration offices** | | |
| **7. Provision for collection and safe removal of waste** | | |
| **8. Provision of Sufficient and clean source of water** | | |
| **9. Provision of food storage for animals** | | |
| **10. Availability of impounding equipment** | | |
| 11. Holding facilities, quarantine area | | |
| 12. Ablution block for staff, with provision of hot and cold water | | |
| 13. Lockable, cleanable, well-secured and covered kennels and or cages that have drainable floors for easy cleaning. | | |
| 14. Availability of sufficient PPE for all workers | | |
| 15. OHS readiness in line with the type of work | | |
| 16. Availability of carrying baskets/ boxes | | |

| | | |
|---|---|---|
| 17. Proof of arrangement for lease of vehicle/s with hoisting equipment for lifting and loading of big animals when required | | |

**N.B. The pound must meet the compulsory requirements in terms of items 1-10 above as well as 50% of items 11-17 for the bidder to be shortlisted for Stage 4 Preference point system.**

## Stage 4: PREFERENTIAL POINTS SYSTEM

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

| **Specific goals** | **80/20 preference point system** | **Proof of specific goals to be submitted** |
|---|---|---|
| BB-BEE score of companies<br>• Level 1<br>• Level 2<br>• Level 3<br>• Level 4<br>• Level 5<br>• Level 6<br>• Level 7<br>• Level 8<br>• Non-compliant | • 8 Points<br>• 7 Points<br>• 6 Points<br>• 5 Points<br>• 4 Points<br>• 3 Points<br>• 2 Points<br>• 1 Point<br>• 0 Points | Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate. |
| EME and/ or QSE | 2 Points | Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate |
| At least 51% of Women-owned companies | 2 Points | Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership) |

| **Specific goals** | **80/20 preference point system** | **Proof of specific goals to be submitted** |
|---|---|---|
| At least 51% owned companies by People with disability | 2 Points | Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership |
| At least 51% owned companies by Youth | 2 Points | Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership |
| Local Economic Participation<br>• City of Tshwane<br>• Gauteng<br>• National | <br>4 Points<br>2 Points<br>1 Point | Municipal Account statement/Lease agreement. |

## 6. PRICING SCHEDULE

**CATEGORY A**

**6.1 Fees for the removal and incineration of carcasses**.

| Item | Long Description of Service | Rate per Animal type |
|---|---|---|
| 1.1 | Removal and destruction of cat carcass or similar size animal carcass; per animal | |
| 1.2 | Removal and destruction of dog carcass or similar size animal; per animal | |
| 1.3 | Removal and destruction of horse or similar size animal carcass; per animal | |
| 1.4 | Removal and destruction of donkey carcass or similar size animal carcass; per animal | |
| 1.5 | Removal and destruction of pig or similar size animal carcass; carcass per animal | |
| 1.6 | Removal and destruction of cattle carcass or similar size animal carcass; per animal | |
| 1.7 | Removal and destruction of sheep /goat or similar size animal carcass; carcass per animal | |
| 1.8 | Removal and destruction of rabbit carcass or similar size animal carcass; per animal | |
| 1.9 | Removal and destruction of all types of birds or poultry carcass or similar size animal carcass; per animal | |
| **Sub Total (Exclusive of VAT)** | | |
| **VAT @ 15%** | | |
| **TOTAL (Inclusive of VAT)** | | |

**6.2 Fees for removal and safe disposal of carcasses**.

| Item | Long Description of Service | Rate per Animal type |
|---|---|---|
| 1.1 | Removal and disposal of cat carcass or similar size animal carcass; per animal | |
| 1.2 | Removal and disposal of dog carcass or similar size animal carcass; per animal | |
| 1.3 | Removal and disposal of horse carcass or similar size animal carcass; per animal | |
| 1.4 | Removal and disposal of donkey carcass or similar size animal carcass; per animal | |
| 1.5 | Removal and disposal of pig carcass or similar size animal carcass; per animal | |

| | | |
|---|---|---|
| 1.6 | Removal and disposal of cattle carcass or similar size animal carcass; per animal | |
| 1.7 | Removal and disposal of sheep/goat carcass or similar size animal carcass; per animal | |
| 1.8 | Removal and destruction of rabbit carcass or similar size animal carcass; per animal | |
| 1.9 | Removal and destruction of all types of birds or poultry carcass or similar size animal carcass; per animal | |
| **Sub Total (Exclusive of VAT)** | | |
| **VAT @ 15%** | | |
| **TOTAL (Inclusive of VAT)** | | |

**Summary of the total BID amounts inclusive of VAT in 6.1 and 6.2**

| INCINERATION | DISPOSAL AT LANDFILL | TOTAL |
|---|---|---|
| R | R | R |

**CATEGORY B**

**6.1 Impounding Fees**.

| Item | Long Description of Service | Rate per Animal type |
|---|---|---|
| 1.1 | Pounding fee per cat per day. | |
| 1.2 | Pounding fee per dog per day. | |
| 1.3 | Pounding fee per horse per day. | |
| 1.4 | Pounding fee per donkey per day. | |
| 1.5 | Pounding fee per pig per day. | |
| 1.6 | Pounding fee per cattle per day. | |
| 1.7 | Pounding fee per sheep/goat per day. | |
| 1.8 | Pounding fee per rabbit per day | |
| 1.9 | Pounding fee all types of birds and poultry per day. | |
| **Sub Total (Exclusive of VAT)** | | |
| **VAT @ 15%** | | |
| **TOTAL (Inclusive of VAT)** | | |

## 7. AWARD

**CATEGORY A**

- The collection and disposal of carcasses throughout the seven regions of the City upon instruction.

  **NB: Service provider (1 service provider or more per cluster) to be appointed for collection and disposal of carcasses: -**

  Cluster 1 Regions 3, 6 and 4
  Cluster 2 Regions 1 and 2
  Cluster 3 Region 5 and 7

**CATEGORY B**

- One (1) service provider for the collection and impounding of nuisance animals in the city of Tshwane's area of jurisdiction.

## 8. TYPE OF AGREEMENT REQUIRED

A Service Level Agreement will be completed after the appointment.

## 9. VALIDITY PERIOD

The validity period for the tender after closure is 90 days. CoT shall have right and power to extent any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalized while the quotations/bids are still valid.

## 10. MARKET ANALYSIS

The City of Tshwane reserves the right to conduct a market analysis. Should the City exercise this option, where a bidder offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the bidder to seek confirmation of whether the bidder will be disqualified based on being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the service provider to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The City further reserves the right to negotiate a market related price with a bidder scoring the highest points. If the bidder does not agree to a market-related price, the City reserves the right to negotiate a market-related price with the bidder scoring the second highest points, if the bidder the second highest points does not agree to a market-related price, the City will negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the City reserves the right to cancel the quotation.

# MBD1
# COMPULSORY
# PART A
# INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*) | | | | | |
|---|---|---|---|---|---|
| QUOTATION NUMBER: | Q68-2025-26 | CLOSING DATE: | 3 December 2025 | CLOSING TIME: | 10:00 |
| DESCRIPTION | **ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER OR MORE THAN ONE SERVICE PROVIDER FOR THE COLLECTION OF ANIMALS CARCASSES FOR A PERIOD OF ONE YEAR AND APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPOUNDING OF NUISANCE ANIMALS WITHIN TSHWANE FOR A PERIOD NOT EXCEEDING 12 MONTHS: WITH EFFECT FROM 1 JANUARY 2027** | | | | |
| **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).** | | | | | |

**BIDDERS SHOULD THEREFORE NOT DEPOSIT THEIR RESPONSES IN THE TENDER BOX BUT RESPOND TO BID ON THE ONLINE PLATFORM**

**Tshwane House**

**Supply Chain Management**

**320 Madiba Street**

**Pretoria**

**GPS coordinates: 25.74431°S, 28.19464°E**

| **SUPPLIER INFORMATION** | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | **OR** CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | ☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | ☐ Yes ☐ No |

***[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]***

| | | | |
|---|---|---|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No [IF YES, ANSWER PART B:3 ] |
| **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 Management | CONTACT PERSON | Jerry Motsamai |
| CONTACT PERSON | Josia Masenya | | |
| TELEPHONE NUMBER | (012) 358 0658 | TELEPHONE NUMBER | (012) 358 8609 |
| | | E-MAIL ADDRESS | JerryM@tshwane.gov.za |

| | | | |
|---|---|---|---|
| E-MAIL ADDRESS | josiasma@tshwane.gov.za | | |

# MBD1
# COMPULSORY
# 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, 2017, 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: ……...

**MBD 4**
**COMPULSORY**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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, hareholder[2]):……..

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. ….……

……..

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.……...……..

……

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? …… **YES / NO**

3.10.1 If yes, furnish particulars.

……

……

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

3.11.1 If yes, furnish particulars

……

……

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

3.12.1 If yes, furnish particulars.

……

……

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

3.13.1 If yes, furnish particulars.

……

……

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

……..

……..

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

…….. ……..
**Signature** **Date**

……. ……
**Capacity** **Name of Bidder**

# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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## 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.

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**

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

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 INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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

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 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(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.*)**

| Specific goals | 80/20 preference point system | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|---|---|
| BB-BEE score of companies<br>• Level 1<br>• Level 2<br>• Level 3<br>• Level 4<br>• Level 5<br>• Level 6<br>• Level 7<br>• Level 8<br>• Non-compliant | • 8 Points<br>• 7 Points<br>• 6 Points<br>• 5 Points<br>• 4 Points<br>• 3 Points<br>• 2 Points<br>• 1 Point<br>• 0 Points | |
| EME and/ or QSE | 2 Points | |
| At least 51% of Women-owned companies | 2 Points | |
| At least 51% owned companies by People with disability | 2 Points | |
| At least 51% owned companies by Youth | 2 Point | |
| Local Economic Participation<br>• City of Tshwane<br>• Gauteng<br>• National | 4 Points<br>2 Points<br>1 Point | |

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: ……

**DATE:** ……

**ADDRESS**: ……

……

……

## CONTRACT FORM - RENDERING OF SERVICES

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

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

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

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
   - Declaration of interest;
   - Declaration of Bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

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

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

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

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

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 ……

2 ……

DATE: ……..

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

2. An official order indicating service delivery instructions is forthcoming.

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

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|---|---|---|---|---|
| | | | | |

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

SIGNED AT …… ON ……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 ……

DATE: ……..

**COMPULSORY**

# DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br>(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).<br>**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)?<br>**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**

**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.**

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____that:

(Name of Bidder)

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

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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 |

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