



a world class African city

City of Johannesburg  
Supply Chain Management Unit

SUPPLIER NAME: \_\_\_\_\_

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG**

**Procurement Less than R 200 000 (Including Vat)**

**(For publication on the City of Johannesburg Notice Board/s & Website)**

The City of Johannesburg requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	03 MAY 2018
DEPARTMENT	HEALTH
RFQ NUMBER:	R0090/18
DESCRIPTION OF GOODS/SERVICES	SUPPLY AND DELIVERY OF HEALTH CARE RISK WASTE BOXES, CONTAINERS, SHARPS CONTAINERS, LINERS AND TAPE.
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a>  OR  FROM INFORMATION DESK 15 <sup>TH</sup> FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.
ADDITIONAL COMPULSORY REQUIREMENTS	FAILURE BY THE SERVICE PROVIDER TO SUBMIT PROOF OF DOCUMENTATIONS AS LISTED ON THE SPECIFICATION WILL BE DISQUALIFIED
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 10 MAY 2018
ENQUIRIES:	Corrie Bezuidenhout in writing to <a href="mailto:corrieb@joburg.org.za">corrieb@joburg.org.za</a> .

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the City's Supply Chain Management Policies and Procedures.

## CHECKLIST

RFQ NO:           R0090/18          

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION. PLEASE NOTE THAT IF THESE DOCUMENTS ARE NOT ATTACHED COMPLETED AND SIGNED THE QUOTATION WILL BE DISQUALIFIED.**

No	Details	✓
1.	Original Certified Copy of Company Registration Document ( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS. ( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS. ( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017	
8.	MBD 8: Declaration Of Tenderer Past Supply Chain Management Practices	
9.	Certified Copy of BBBEE certificate OR Certified copy of Sworn affidavit. ( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
10.	Tax Clearance Certificate (TENDER NOT GOOD STANDING) and Tax Pin Code.	
11.	Training Suppliers to be accredited with SITA	
12.	Catering Suppliers to submit a Health Certificate	
13.	All alterations have been signed.	
14.	Registration report on Central Supplier Database (or supplied CSD Supplier number )	
15.	Quotation is signed.	

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

## **PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION COMPULSORY REQUIREMENTS**

**1. Tax clearance**

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by the City of Johannesburg. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

**2. Latest copy of rates and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)**

Please note the following:

- a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.
  - b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.
  - c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.
- 3. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.**
- 4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation may be disqualified.**
- 5. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation may be disqualified.**
- 6. The attached MBD 8 form (Declaration of Tenderer Past Supply Chain Management Practices) must be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation may be disqualified**
- 7. The attached MBD 6.1 form (Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2017) must be completed and submitted with the quotation. If the MBD 6.1 is incomplete or not attached the quotation may be disqualified.**
- 8. Both the MBD 6.1 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.**
- 8. Proof of Directors: A certified copy of your Company Registration Documents**
- 9. A certified copy of the B-BBEE Status Level Verification Certificate / Certified copy of sworn affidavit for QSE and EME must be attached. If not attached no points for B-BBEE will be awarded.**
- 10. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED  
REQUIREMENTS**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

## CONDITIONS

1. All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City is dealing only with the registered and accredited suppliers on its Database.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. ***THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDITIONAL REQUIREMENTS**

**DECLARATION**

I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

SUPPLY CHAIN MANAGEMENT UNIT  
P.O. BOX 7776  
JOHANNESBURG  
2000

VAT. NO: 4760117194

BIDDER:

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TEL:

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FAX:

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CSD MAAA # :

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Your Vendor Number With Us:

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REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0090/18	03 MAY 2018
CONTACT PERSON	
NAME:	CORRIE BEZUIDENHOUT
E-MAIL:	corrieb@joburg.org.za

**PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE CITY OF JOHANNESBURG SUPPLIER DATABASE**

10 MAY 2018

Submission Deadline:

Submission Time:

10H30

VALIDITY OF RFQ: 30 DAYS

**OFFICE USE ONLY:**  
**PRICE/S TO BE VAT EXCLUSIVE**

RFQ'S above R30 000-00 to a maximum of R200 000 will be evaluated on the basis of the **80:20** point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Points will be allocated as follows:

Points for price:	<b>80</b>
Points for B-BBEE (Max of 20):	
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	<b>20</b>
2	<b>18</b>
3	<b>14</b>
4	<b>12</b>
5	<b>8</b>
6	<b>6</b>
7	<b>4</b>
8	<b>2</b>
Non-Compliant contributor	<b>0</b>

SIGNATURE OF BIDDER	
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CAPACITY	
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**PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.**

REQUEST FOR QUOTATION (RFQ) NUMBER:  R0090/18

Delivery Address:

ITEM NO.	DESCRIPTION	Quantity Required	Unit of Measure	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)	Total (Excluding Vat)
1.	SUPPLY AND DELIVERY OF HEALTH CARE RISH WASTE BOXES, CONTAINERS, SHARPS CONTAINERS, LINERS AND TAPE.	SEE SPEC					
<b>NB ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED</b>						<i>Grand Total</i>	

**ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.**

**Conditions**

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the City of JHB.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

## 1. INTRODUCTION

- 1.1. The City of Johannesburg requires the services of an accredited Service Provider for:
- 1.1.1. The safe collection and removal of health care risk waste from currently 80 Municipal Health Clinics and from the Central Pharmacy those are located throughout the City of Johannesburg.
- 1.1.2. The safe transportation thereof to and the safe treatment and/ or disposal thereof at licensed health care risk waste treatment/ disposal facilities on a monthly basis.
- 1.1.3. The service shall include the supply and delivery of approved boxes, containers, sharps containers and liners and tape as prescribed in terms of applicable legislation and the applicable South African National Standards (SANS) and any amendments thereto.

## 2. SCOPE OF WORK

- 2.1. The service provider shall when collecting the waste from the clinics/ pharmacy supply medical waste and sharp containers equal to the size of the containers at the clinic under collection. Containers at the clinics vary in sizes ranging between 5kg, 10kg, and 20kg.
- 2.2. The Service Provider will be required to collect and remove health care risk waste (**Infectious Waste**) from 80 Municipal Health Clinics and 1 Central Pharmacy (**Pharmaceutical Waste**) that are located throughout the City of Johannesburg for transportation to and disposal at licensed health care risk waste treatment/ disposal facilities.

### LIST OF COJ CLINICS AND PHARMACY

No of Clinic/ pharmacy	Region	Name of Clinic/Pharmacy	Address
1	A	Bophelong Clinic	Stand 3699, Ivory Park
2	A	Ebony Park / Kaalfontein Clinic	3855 Prichard Street, Ebony Park
3	A	Halfway House Clinic	Cnr Market & West Street, Halfway House
4	A	Hikhensile Clinic	Stand 8786, Ivory Park
5	A	Midrand West Clinic	56 Seventh Road, Halfway Gardens
6	A	Mpumelelo Clinic	Stand 13985, Ivory Park
7	A	OR Tambo Clinic	383 Main Road Street, Diepsloot Ext 2
8	A	Rabie Ridge Clinic	Community Centre, Korhaan Single, Rabie Ridge
9	A	Thuthukani Clinic	Stand 5323, Ivory Park
10	A	Diepsloot Clinic	5355 Ext. 5 Diepsloot Midrand
11	B	Berario clinic	Cnr Dolores and Hoover St, Berario
12	B	Bosmont clinic	Cnr Maraisburg and Griffith Rd, Bosmont
13	B	Claremont clinic	96 Princess St, Claremont
14	B	Crosby clinic	77 Ingelby St, Crosby



15	B	Parkhurst clinic	Cnr Fifth Ave and 14th St, Parkhurst
16	B	Randburg clinic	Cnr Hendrik Verwoerd Dr and Selkirk St, Randburg
17	B	Riverlea Major clinic	Colorado Dr, Riverlea
18	B	Rosebank clinic	8 Keys Ave, Rosebank
19	B	Sophiatown clinic	Cnr Edward and Gibson St, Triomf
20	B	Westbury clinic	Du Plessis St, Westbury
21	B	Windsor clinic	Earls Ave, Windsor East
22	C	Bophelong R 6 clinic	34755 Block 11, Doornkop
23	C	Davidsonville	Campbell St, Davidsonville
24	C	Florida clinic	8 Madeline St, Florida
25	C	Heldrekruijn clinic	Pheasant St, Helderkruijn
26	C	Princess clinic	8 Harry St, Princess
27	C	Rex Street clinic	15 Rex Street, Roodepoort
28	C	Siphumlile clinic	3204 CBD, Doornkop
29	C	Sol Plaatjies clinic	Sol Plaatjies admin offices for Housing; Portion 14 of Farm 237 IQ, Roodepoort Durban Deep.
30	C	Weltevreden Park clinic	Cnr JG Strydom and Jim Fouche St, Weltevredenpark
31	C	Zandspruit clinic	Administrative House, DF Malan Drive
32	D	Diepkloof LA clinic	3790 Marthinus Smuts Drive, Zone 3
33	D	Elias Motsoaledi clinic	13149 Carr Street Mzimhlophe
34	D	Green Village clinic	Stand no 2711, Nice Street, Green Village
35	D	Jabavu clinic	3123 cnr Tumahole St and Mauze Drive Jabavu
36	D	Klipspruit West clinic	Cnr Daisy and Calendula St Klipspruit West
37	D	Mofolo South clinic	739 Roodepoort Rd Mofolo South
38	D	Nokuphila clinic	8405 Sejoie St, Dobsonville Ext 2
39	D	Protea Glen clinic	Ext 11, Wild Chesnut Street, Protea Glen
40	D	Senaoane clinic	1928 Komati Rd, Senaoane
41	D	Shanty clinic	1000 Armitage Road, Orlando West
42	D	Sinqobile clinic	27578 Zone 10 Meadowlands, Soweto
43	D	Tladi L.A clinic	144 Babinaphuthi Street

44	D	Zondi clinic	669 Shumaile Street, Zondi
45	E	4 <sup>th</sup> Avenue clinic	Cnr Fourth Avenue and Hofmeyer St, Alexandra
46	E	Alexandra 8th Avenue clinic	Cnr Fourth Ave and Hofmeyer St, Alexandra
47	E	Alexandra East Bank clinic	Cnr Springbok Crescent and Impala Rd, Alexandra
48	E	Mayibuye clinic	Stand 2328 Mayibuye
49	E	Thoko Mngoma clinic	Cnr 3 <sup>rd</sup> and 6 <sup>th</sup> Avenue, Marlboro.
50	E	Petervale clinic	Cnr Witkoppen and Cambridge Rd, Petervale
51	E	Sandown clinic	Cnr Maud and West St, Sandown
52	E	Wendywood clinic	Cnr Wendy and Bowling Streets, Wendywood
53	F	17 Esselen Str clinic	17 Esselen St, Hillbrow
54	F	Bezvalley clinic	Cnr 4 <sup>th</sup> and 6 <sup>th</sup> Streets, Bezuidenhout Valley
55	F	80 Albert Str clinic	80 Albert Street, Marshalltown
56	F	Bellavista	Cnr Alex du Toit & Zietzman Streets, Bellavista
57	F	Crown Gardens	Recreation Centre, cnr Ulster and Mourne St
58	F	Glenanda clinic	Cnr Surmon and Vorster Rd, Glenanda
59	F	Jeppe clinic	34 Ford St, Jeppe
60	F	Joubert Park clinic	Cnr Twist and Wolmarans St, Joubert Park
61	F	Kibler Park	Cnr Kenneth Gardens and Summer Ave
62	F	Malvern	Plaza, 501 Jules St, Malvern
63	F	Mayfair clinic	Cnr Somerset Street & 10 Ave, Mayfair
64	F	Rosettenville clinic	Cnr Rose and Mabel St, Rosettenville
65	F	South Hills	Housing office building, Geneva Rd, South Hills
66	F	Yeoville clinic	Cnr Kenmere and Hopkins St, Yeoville
67	G	Eldorado X2 clinic	Cnr Arlberg and Wittenberg
68	G	Eldorado X9 clinic	59 Boundary Road
69	G	Ennerdale X8 clinic	Cnr Zeolite and Cryolite St, Ennerdale
70	G	Ennerdale X9 clinic	(Main clinic), Smith Walk
71	G	Lawley clinic	Cnr Markerel & Baracuda Str, Ennerdale
72	G	Lawley 2 clinic	Stand No. 6822; Cnr Kunene & Makwarela Streets, Lawlwy Ext 3
73	G	Lenasia Healrh Centre X2 clinic	Cnr Rose and Eland, Ext 2, Lenasia
74	G	Lenasia South Civic clinic	Civic Centre, cnr Wimbeldon and Wellington
75	G	Lenasia X10 clinic	9388 Acturus Street , Lenasia Ext 10
76	G	Mountainview clinic	Stand 248/49/50 & 259/60/61; Mountainview
77	G	Mid Ennerdale clinic	Cnr 2nd Ave and Ormson
78	G	Protea South clinic	Stand 3115, Dove Street, opposite St Mary Magdalene Anglican Church
79	G	Thulamtwana clinic	1472 Kanana Park
80	G	Weilers Farm clinic	681 Forest Road, Kanana Park
81	B	Pharmacy	No.1 Cnr Avon and Main Reef Road, Langlaagte

### **3. AUTHORISATION, ACCREDITATION AND COMPLIANCE WITH THE LAW**

- 3.1. The Service Provider shall comply with the law and submit proof of the following documents:
  - 3.1.1. Proof of a valid Authorisation Certificate for the transportation of health care risk waste as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Health Care Waste Management Regulations, 2004 and any amendments thereto
  - 3.1.2. Proof of a valid Certificate of Registration as a Hazardous Waste Transporter as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Waste Information System
  - 3.1.3. Proof of a valid Waste Transport Permit as issued by the City of Johannesburg's Environment and Infrastructure Services Department in terms of the City of Johannesburg's Waste Management By- laws
  - 3.1.4. The Service Provider must ensure that all relevant legislation is complied with in the employment of all labour.
  - 3.1.5. The Service Provider shall comply with the Council's By-Laws and any other applicable laws, Regulations or Ordinances, and shall give all notices and pay all fees required by the provisions and requirement of such By-Laws, Laws, Regulations and Ordinances to the Council and other authorities specified therein.
  - 3.1.6. The Service Provider shall comply with all the requirements prescribed in the scope of work.
  - 3.1.7. The Service Provider shall at all times during the contract, at his own expense, himself comply and ensure that all his employees and equipment used for the purpose of this contract comply in all respects with the safety and other requirements of the Occupational Health and Safety Act, No 85 of 1993, (as amended) and the Regulations there under.
  - 3.1.8. Comply with SANS10248-1: 2008 and any amendments thereto
  - 3.1.9. Comply with Gauteng Health Care Waste Management Regulations, 2004 and any amendments thereto
  - 3.1.10. Comply with the City of Johannesburg's Waste Management By- laws and any amendments thereto

**NB: Failure by the service provider to submit proof of documentations as listed above will disqualify the quotation.**

### **4. INFORMATION TO BIDDERS**

#### **4.1. GENERAL INFORMATION**

- 4.1.1. The Service Provider will be allowed access to any facility only once the required identification has been made. The name, address and contact details of the Service Provider are to be displayed on the vehicle. Vehicles that do not contain the required information will not be allowed access to the premises or to collect any health care risk waste.
- 4.1.2. The Service Provider shall collect the health care risk waste boxes and containers at the end of each month whether they are full or not.
- 4.1.3. The Service Provider shall replace the boxes and containers with the same amount of boxes and containers that is to be removed, or required by the facility, and at the same time provide the required tape and liners.
- 4.1.4. The Facility Manager or her/ his second in charge shall be present during the weighing of the containers and boxes and shall ensure that the correct readings are entered onto the "Health Care Waste Manifest Documents" and that the correct number of containers and boxes that have to be removed and replaced are also entered thereon.

- 4.1.5. The Facility Manager shall ensure that "Health Care Waste Manifest Documents" are duly completed and issued by the Service Provider on health care risk waste collection days.
- 4.1.6. The Facility Manager or her/ his second in charge and the Service Provider's representative shall counter sign any changes or amendments that have been made on the "Health Care Waste Manifest Documents" and also ensure that the "Health Care Waste Manifest Documents" are duly completed and signed off. A copy shall be handed to the Facility Manager or her/ his second in charge.
- 4.1.7. The Service Provider acknowledges and accepts that no payment will be made unless the invoice is submitted together with the duly completed "Health Care Waste Manifest Documents" that have been made out for each clinic and the central pharmacy.
- 4.1.8. No proportional payment will be made.
- 4.1.9. Should any service in terms of this contract not be rendered or rendered below the quoted standard, a penalty will be applicable. Such penalty(s) may be recovered by deducting it from any amounts owing to the Service Provider.

## **5. DAYS OF OPERATIONS AND HOURS**

Collections shall be carried out from Monday to Friday and during the hours of 08: 30 to 15: 30.

## **6. AGREEMENT**

The Service Provider acknowledges and accepts that no matter is to be dumped illegally on any open space, public place or onto any vacant property or to be burned or to be disposed of illegally and that if the Service Provider or any employee in the Service Provider's employ is engaged in, and guilty of any illegal activity that the contract will be terminated with immediate effect.

## **7. WORKERS**

The Service Provider shall at all times appoint competent workers when rendering the services to the City under this contract.

## **8. INSURANCE AND INDEMNIFICATION**

In addition to any insurance required to be held by the Service Provider in terms of the Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993) the Service Provider must be fully insured against all accidents, loss or damage arising out of the condition or operation of the vehicle or execution or any work, including third parties risks. The Service Provider hereby indemnifies and undertakes to keep indemnified the Council against all claims by third parties or the Service Provider's own employees resulting from the operations carried out by the Service Provider under the contract for the entire duration of the contract.

A letter from the Compensation Commissioner certifying that the Service Provider is in good standing with the fund and documentary proof of insurance as required above having been taken out by the Service Provider must be furnished within twenty-one days of the date of notification of acceptance of the bid. Proof of renewal or extension of insurance cover must be furnished by the Service Provider whenever required by the Council.

The Service Provider shall be liable for any damage or injury of whatsoever nature, caused directly or indirectly as a result of his operations, to any Municipal, Government or Private Property or any services which may have been laid thereon or on any sidewalks/pavements, or to his own vehicles, equipment etc.

## **9. SAFETY MEASURE AND CONTROL**

A high degree of safety awareness is required and should it be found otherwise by the Executive Director: Health, the matter will be brought to the attention of the Service Provider for immediate rectification.

Notwithstanding any other clause it is essential that protective clothing, safety gloves, face protection and suitable footwear be provided by the Service Provider to all labourers employed by him.

Safety measures for all operations undertaken by the Service Provider must comply with the Occupational Health and Safety Act, No 85 of 1993, and the regulations applicable thereunder.

The Service Provider shall take any additional steps he may deem necessary to ensure the safety of staff, workers and members of the public at the Municipal Health Clinics and the Pharmacy.

## **10. DISPUTES**

In the event of any dispute arising between the Council and the Service Provider in connection with or arising out of the contract it shall be referred to the Executive Director: Health who shall state his decision in writing and give notice of the same to the Service Provider within 45 days of the dispute having arisen. Such decision shall be binding on the Service Provider.

Should the Service Provider be dissatisfied with the decision of the Executive Director: Health he may, within 28 days of receipt of such decision, request that the issue/s shall be referred to a single arbitrator to be agreed upon between the parties or failing agreement, to be nominated by the Group Head: Legal & Contracts of the Council, and any such reference shall be deemed to be a submission to the arbitration of a single arbitrator in terms of the Arbitration Act, 1965. The award of the arbitrator shall be final and binding on both parties.

Not later than one week after receipt of notice, calling for arbitration, the Council may give notice to the Service Provider that it desires the issue/s to be settled by a Court of Law having jurisdiction, and thereupon all matters in dispute save such points as the parties may agree to submit to arbitration, shall be referred for settlement to a Court of Law having jurisdiction.

The declaration of a dispute and the institution of proceeding for the settlement of such a dispute shall not, in any way, vitiate or invalidate the contract and the Service Provider shall continue to supply an uninterrupted service in terms of the contract.

## **11. CONTRACT PERIOD**

The contract shall be a month to month contract for a period not exceeding 4 months.

## **12. SERVICE LEVEL AGREEMENT**

The Service Provider will be obliged to enter into a Service Level Agreement with the Council on the conditions expressly or by implication embodied in this tender as soon as the bid has been awarded.

### 13. FURTHER INFORMATION

Further information may be obtained from **Corrie Bezuidenhout in writing to corrieb@joburg.org.za.**

### 14. EVALUATION CRITERIA

The evaluation of this RFQ shall be based firstly on functionality, then price and BBBEE in accordance with Circular 53 issued by National Treasury:-

The assessment of functionality shall be done in terms of the evaluation criteria and the minimum threshold stipulated in the bid document. Bids will first be evaluated and scored on the functionality elements. Only those bidders that meet the minimum threshold shall be considered for the subsequent stages of the evaluation process and all bidders who did not meet the minimum threshold shall not be considered for further evaluation on pricing (Preferential Procurement Policy Framework Act) 80:20 point system.

**A Bidder that scores less than 60 points out of 100 allocated for functionality shall be regarded as non-responsive and shall not be considered for further evaluation.**

#### Evaluation on Functionality: Evaluation Criteria

Item	Criteria	Guidelines for criteria evaluation	Points apportionment	Maximum points	
1	Resource	Light Delivery Vehicle or larger vehicles	A minimum vehicle 0 x Vehicle = 0 1 x Vehicle = 10 2 or more x Vehicle = 20	20	80
		Office space	Proof of ownership of office space/ submit proof of prior arrangement if renting space.	15	
		List of tools of business submitted for phone, email, computer	All three available 1 or more phone = 8 1 or more computers = 4 Email = 8	20	
		Proof of Calibrated scale (Calibration certificate)	Calibrated scale available	25	
2	Resources	Drivers	A minimum drivers 0 x driver = 0 1 x driver = 10 2 or more x driver = 20	20	20
Total					100

#### Evaluation on Price and BBBEE: Allocation of 80:20 points

### 7. RETURNABLE DOCUMENTS

Bidders are required to submit the following documentation together with the completed bid document:

- Valid One-time pin issued by SARS confirming service provider's tax matters
- Company profile or profiles in the event of partnerships or joint ventures
- A valid Authorisation Certificate for the transportation of health care risk waste as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Health Care Waste Management Regulations, 2004 and any amendments thereto
- A valid Certificate of Registration as a Hazardous Waste Transporter as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Waste Information System
- A valid Waste Transport Permit as issued by the City of Johannesburg's Environment and Infrastructure Services Department in terms of the City of Johannesburg's Waste Management By- laws
- A letter from the Compensation Commissioner certifying that the Service Provider is in good standing with the fund
- Proof of insurance
- Proof of vehicles registered or rented in the bidders name that will be used by the bidder
- Proof of ownership of the office space or proof of prior arrangement if renting office space
- List of tools of business
- Calibration certificate of the scale that will be used
- B-BBEE certificate
- A copy of Municipal Accounts for the business and owners/ directors (not older than three months)
- Proof of contracted licensed health care risk waste treatment/ disposal facilities that will receive the said waste

#### PRICING SCHEDULE

Item	Bided Price (Incl. VAT).
For the safe collection, removal, transportation, treatment and/ or disposal of health care risk waste ( <b>Infectious Waste</b> ) per kilogram removed, and shall include the supply and delivery of health care risk waste boxes and containers and sharps containers, liners and tape as specified in applicable legislation and applicable SANS documentation.	R.....per kg
For the safe collection, removal, transportation, treatment and/ or disposal of health care risk waste ( <b>Pharmaceutical Waste</b> ) per kilogram removed, and shall include the supply and delivery of health care risk waste boxes and containers and sharps containers, liners and tape as specified in applicable legislation and applicable SANS documentation.	R..... per kg
The fees payable at approved treatment/ disposal sites for the disposal or treatment of any matter, so removed from any premises, and or any other fee or charge so specified, including Toll- fees, are included in the aforementioned prices.	To be noted
All prices include Value Added Tax.	To be noted
<b>I/we also acknowledge that the aforementioned bid prices are firm for the duration of the contract and that it will be applicable to the specific works that may be required by the Council on any property.</b>	<b>To be noted</b>

## TAX CLEARANCE CERTIFICATE 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 Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)



**MBD 4**

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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<sup>2</sup>):.....

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. ....

.....

<sup>1</sup>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.

<sup>2</sup> 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 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/2**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof

to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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<sup>3</sup> 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.

**<sup>3</sup> 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

**MBD 8: DECLARATION OF TENDERER PAST SUPPLY  
CHAIN MANAGEMENT PRACTICES**

1. This Municipal Tender Document must form part of all tenders/quotations 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 tender of any tenderer may be rejected if that tenderer, 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 tender:

Item	Question	Yes	No
4.1	Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? <b>(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the tenderer 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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

2/...

4.4	Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the tenderer 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 to comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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 TENDERER**

**CITY OF JOHANNESBURG  
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT**

**DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

A Any bid will be rejected if:  
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder

.....

ii. Registration Number

.....

iii. Municipality where business is situated

.....

iv. Municipal account number for rates

.....

v. Municipal account number for water and electricity

.....

vi. Names of all directors, their ID numbers and municipal account number.

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

7. ....

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months) ii.
- A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months) iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....  
.....  
.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**