a world class African city

City of Johannesburg
Metropolitan Tech Company

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REQUEST FOR QUOTATION: METROPOLITAN TECH COMPANY 2025/26 INTEGRATED ANNUAL REPORT

1. PURPOSE

The purpose of this Request for Quotation is to appoint a suitably qualified and experienced service provider to provide professional editorial, design, layout, printing and digital production services for the Metropolitan Tech Company 2025/26 Integrated Annual Report.

The appointed service provider will be required to produce a professionally edited, well-designed, publication-ready and compliant Integrated Annual Report that accurately reflects MTC's organisational performance, governance, financial position, strategic progress, service delivery contribution and institutional impact for the 2025/26 financial year.

2. BACKGROUND

Metropolitan Tech Company is a municipal entity of the City of Johannesburg with a mandate linked to digital infrastructure, broadband connectivity and Smart City enablement. As part of its statutory, governance and accountability obligations, MTC is required to produce an Integrated Annual Report for the 2025/26 financial year. The report must present the entity's performance, governance arrangements, financial information, audit outcomes, strategic achievements, challenges and future outlook in a clear, credible and professional manner.

The Integrated Annual Report must be aligned to applicable municipal reporting requirements, City of Johannesburg reporting standards, integrated reporting principles, governance expectations and the timelines applicable to the annual reporting process.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to appoint a service provider to support MTC with the end-to-end production of the 2025/26 Integrated Annual Report.

The appointed service provider must provide the following services:
Editing and proofreading of the Integrated Annual Report;
Layout and design of the full report;
Development and formatting of tables, graphs, photographs, infographics and visual elements;
Attendance and participation in all editorial and review meetings;
Preparation of draft and final designed versions of the report;
Production of print-ready and digital versions of the report;
Printing, binding, packaging and delivery of final copies; and
Submission of all final and editable source files to MTC.

4. SCOPE OF WORK

4.1. Project Inception and Planning

The service provider must attend an inception meeting with MTC after appointment to confirm:
The project approach;

- Reporting and communication arrangement;
- Assessment of the previous IAR Performance and areas of improvement – inclusion of action plan;
- Key milestones and timelines;
- Required inputs from MTC;

- Review and approval processes;
- Editorial and design approach;
- Printing and production timelines; and
- Key risks and mitigation measures.

The service provider must submit a detailed project plan outlining the full process from inception to final delivery.

4.2. Editing and Proofreading

The service provider must edit and proofread the report to ensure:
- Correct grammar, spelling, punctuation and sentence construction;
- Consistency in tone, terminology, formatting and structure;
- Logical flow and readability;
- Consistent use of headings, numbering, captions, abbreviations and institutional references;
- Alignment between narrative sections, performance information and governance reporting;
- Correct formatting of tables, graphs and figures; and
- Professional presentation suitable for publication and oversight purposes.

The service provider must not alter approved financial statements, audited performance information, governance disclosures or official institutional content without written approval from MTC.

4.3. Layout and Design

The service provider must design and lay out the full Integrated Annual Report using a recognised professional design programme.

The layout and design must include:
- Cover page design;
- Back cover design;
- Section dividers;
- Page layout and typesetting;
- Formatting of tables and performance information;
- Design of graphs, charts and infographics;
- Placement and formatting of photographs;
- Consistent application of MTC's corporate identity;
- Full colour design suitable for printing and digital circulation; and
- Print-ready and web-ready final versions.

The report must be designed in a professional, modern and accessible format that supports readability and reflects MTC's identity as a digital infrastructure and Smart City enabling entity.

4.4. Integrated Annual Report Structure

The service provider must assist MTC in presenting the report in an integrated and coherent structure. The report may include, but is not limited to, the following sections:
- Organisational overview;
- Mandate and strategic context;
- Leadership messages;
- Governance and oversight structures;
- Strategic performance overview;
- Performance against predetermined objectives;
- Key achievements and challenges;
- Financial performance overview;
- Risk management and compliance;
- Human capital and institutional capacity;
- Stakeholder engagement;
- Sustainability, ESG and developmental impact;
- Audit outcomes and corrective measures; and
- Future outlook and strategic priorities.

4.5. Editorial Meetings and Review Sessions

The service provider must attend all editorial, design and review meetings required by MTC.
These meetings may include engagements with:
- Corporate Strategy and Reporting;
- Office of the Chief Executive Officer;
- Finance;
- Governance and Compliance;
- Communications and Marketing;
- Risk and Internal Audit, where required;
- Executive Management; and

- Other relevant contributors identified by MTC.

The service provider must maintain version control, track comments and ensure that all approved changes are incorporated into the report.

5. PRINTING AND PRODUCTION SPECIFICATIONS

The appointed service provider must provide printing and production services for the final approved Integrated Annual Report.

Item	Specification
Printing	Full-colour, back-to-back printing.
Draft copies	Draft printed copies to be supplied on request.
Proof copies	10 Sherpa/proof copies to be submitted to MTC for approval before final printing.
Size	A4, 210mm x 297mm.
Inside pages	128gsm gloss or equivalent approved quality.
Cover	300gsm full-colour front and back cover.
Cover finish	High-quality gloss finish, UV varnish or approved equivalent.
Binding	Sewn and perfect bound.
Font	Arial or approved MTC corporate font.
Body text	Recommended 12-point font.
Headings	Recommended 14-point font or as approved in the design concept.
Tables	May be formatted in 8/10-point font where required for readability.
Photographs	Full-colour photographs to be incorporated where required.
Packaging	Printed material must be packaged in manageable batches.
Delivery	To be delivered to MTC offices as confirmed in the purchase order.

No final printing may commence without written approval from MTC.

6. DIGITAL PRODUCTION REQUIREMENTS

The service provider must provide digital versions of the final approved Integrated Annual Report.

The digital deliverables must include:

- High-resolution print-ready PDF;
- Low-resolution PDF suitable for email circulation;
- Web-ready PDF suitable for uploading onto the MTC website;
- Editable source files;
- Packaged design files, including links, images and graphics;
- Digital copies on USB, where required by MTC; and
- Any other digital format reasonably required for publication or circulation.

7. FINAL DELIVERABLES

The appointed service provider must deliver the following:

- Inception report and detailed project plan;
- Proposed design concept for approval;
- Edited first draft of the Integrated Annual Report;
- Designed first proof of the report;
- Revised second proof incorporating MTC comments;
- Final proof for approval;
- 10 Sherpa/proof copies before final printing;
- Final print-ready PDF;
- Final web-ready PDF;
- 20 final printed copies of the Integrated Annual Report;
- 70 USB copies with the digital Integrated Annual Report, or digital equivalent as confirmed by MTC;
- All editable source files; and
- Final close-out confirmation of completed deliverables.

8. PROJECT DURATION

The full assignment must be completed within three months from the commencement date, unless otherwise determined by MTC.

The service provider must demonstrate the ability to work within compressed timelines, particularly during the internal review, audit finalisation, approval and submission phases of the Integrated Annual Report process.

9. REQUIRED EXPERIENCE AND CAPACITY

Bidders must demonstrate relevant experience and technical capacity to produce annual reports, integrated annual reports or similar corporate governance publications.

Bidders must submit:

- Company profile;
- Proof of at least five years' experience in similar services;
- At least three annual reports, integrated annual reports or similar publications completed by the bidder;
- Three contactable reference letters for similar work performed;
- Credentials and experience of the proposed project team;
- A detailed project plan and delivery methodology; and
- Confirmation of ability to comply with MTC and City of Johannesburg reporting timelines.

10. FUNCTIONALITY EVALUATION CRITERIA

Bidders who meet the mandatory requirements will be evaluated on functionality. A minimum threshold of 80 points out of 100 must be achieved before the bidder may proceed to the next stage of evaluation.

Evaluation Area	Criteria	Points
Relevant experience	5 years and above experience in providing similar annual report or integrated annual report services = 20 points; less than 4 years = 10 points; less than 3 years = 5 points; less than 2 years = 0 points.	**20**
Portfolio of similar work	3 annual reports or integrated annual reports provided = 20 points; 2 reports = 15 points; 1 report = 10 points; none = 0 points.	**20**
Contactable references	3 reference letters = 20 points; 2 reference letters = 10 points; 1 reference letter = 5 points; none = 0 points.	**20**
Project plan and delivery model	Clarity and comprehensiveness of project plan = 5 points; feasibility of timelines = 5 points; understanding of municipal reporting and approval processes = 5 points; risk management and mitigation approach = 5 points.	**20**
Understanding of integrated reporting standards and timelines	Clear understanding of integrated annual reporting, municipal reporting requirements, governance expectations, audit timelines and City of Johannesburg reporting standards = 20 points; partial understanding = 10 points; limited or no understanding = 0 points.	**20**
TOTAL		**100**

Functionality threshold

Bidders are required to obtain a minimum functionality score of 80 points before proceeding to price and preference evaluation. A project plan with missing, vague or unrealistic information on key deliverables may result in disqualification, even where the bidder meets the minimum threshold.

11. PROJECT PLAN REQUIREMENTS

The project plan submitted by bidders must clearly outline:

- Proposed project phases;
- Assessment of the previous IAR Performance and areas of improvement – inclusion of action plan;
- Key activities per phase;
- Timelines and milestones;
- Turnaround times for editing, design, review and finalization;
- Required inputs from MTC;
- Quality assurance process;
- Version control process;
- Risk management approach;
- Printing and production timelines;
- Delivery schedule; and
- Team members responsible for each phase.

MTC may require bidders to present their proposed project plan and delivery model during the evaluation process

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE METROPOLITAN TECH COMPANY

Procurement Less than R 750 000 (Including Vat)

The Metropolitan Tech Company (MTC) 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	**02 July 2026**
DEPARTMENT	**METROPOLITAN TECH COMPANY**
RFQ NUMBER:	**RFQ-20260702**
DESCRIPTION OF GOODS/SERVICES	**METROPOLITAN TECH COMPANY 2025/26 INTEGRATED ANNUAL REPORT**
COMPULSORY REQUIREMENTS	**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION**
ADDITIONAL COMPULSORY REQUIREMENTS	**N/A**
SUBMISSION OF QUOTES:	**NO HAND DELIVERY SUBMISSIONS WILL BE ACCEPTED DUE TO OFFICE UPDRADE** **EMAIL SUBMISSIONS ONLY:** **RFQSUBMISSIONS@MTC.JOBURG.ORG.ZA**
TIME: **CLOSING DATE:**	**12H00** **09 July 2026**
ENQUIRIES:	**Xolani Zwane ON (064 665 1558) OR** **XOLANI.ZWANE@MTC.JOBURG.ORG.ZA**

Quotations 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 MTC's Supply Chain Management Policies and Procedures.

CHECKLIST

RFQ NO: RFQ-20260702

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Details	√
1.	Original Certified Copy of Company Registration Document (**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)**	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS. (**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)**	
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. (**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)**	
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 6.2 Declaration Certificate for Local Production and Content for Designated Sectors	
9.	MBD 8: Declaration of Tenderer Past Supply Chain Management Practices	
10.	Certified Copy of BBBEE certificate OR Certified copy of Sworn affidavit. (**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)**	
11.	Tax Clearance Certificate and Tax Pin Code.	
12.	Training Suppliers to be accredited with SITA	
13.	Catering Suppliers to submit a Health Certificate	
14.	All alterations have been signed.	
15.	Registration report on Central Supplier Database (or supplied CSD Supplier number)	

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 MTC. 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 2022) *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 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.

2. 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.

3. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

4. 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.

5. Quantities are given in good faith and without commitment to the MTC. The MTC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

6. THE MTC 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 MTC 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

BIDDER:	
TEL:	
FAX:	
CSD MAAA # :	
Your Vendor Number With Us:	

REQUEST FOR QUOTATION		
RFQ NUMBER		**RFQ DATE**
RFQ-20260702		**02/07/2026**
CONTACT PERSON		
NAME:	**XOLANI ZWANE**	
TEL No:	**011 032 0250**	

Submission Deadline: **09/07/2026**
Submission Time: **12H00**

VALIDITY OF RFQ: 60 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

RFQ'S above R30 000-00 to a maximum of R750 000 VAT Inclusive will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), Preferential Procurement Regulations, 2022 and SCM practice note: 1/2023

Points will be allocated as follows:

Points for price:	80
Preferential Goals (Max of 20):	20
Preferential Goals	Allocated Points **(80/20 system)**

GOAL 1: DESIGNATED GROUP	**MEANS VERIFICATION**	**80/20**
Maximum points:		**10**
Business owned by 51% or more — Black Youth	CSD and ID copy of Director/s	10

GOAL 2: SPECIFIC GOALS	DOCUMENTS REQUIRED	80/20
Maximum points:		**10**
Enterprises located within the City of Johannesburg Metropolitan Munici ality	CSD and proof of municipal account.	10

SIGNATURE OF BIDDER	

CAPACITY	

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ-20260702

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.	**METROPOLITAN TECH COMPANY 2025/26 INTEGRATED ANNUAL REPORT**	SEE SPEC					
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						***Grand Total***	

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 MTC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non-VAT vendors.

Evaluation Criteria

This RQF will first be evaluated based firstly on functionality, then price and BBBEE in accordance Preferential Procurement Policy Framework Act, 2000:
Preferential Procurement Regulations, 2022

The assessment of functionality shall be done in terms of the evaluation criteria 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. Where;

Price: 80
Preferential Goals: 20

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 separateTax 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.

   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

MBD 4

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**

MBD 6.1: 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

1.2 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 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

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 points is allocated for price on the following basis: **80/20**

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

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.

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
GOAL 1: DESIGNATED GROUP			
Business owned by 51% or more — Black Youth	**CSD Report, ID copy of owner/s of the business and Shareholder's certificate**	**10**	
GOAL 2: SPECIFIC GOAL			
Enterprise located within the City of Johannesburg Metropolitan Municipality	**CSD Report and proof of municipal account**	**10**	

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:

a) The information furnished is true and correct;
b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

c)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;

d) 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 –

(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.

……………………………………….

WITNESSES 1. …………………………………….. 2. …………………………………….	………………………………………. SIGNATURE(S) OF BIDDERS(S) DATE: ………………………………….. ADDRESS ………………………………….. ………………………………….. …………………………………..

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where
x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http:/www.thedti.gov.za/industrial development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
______________________________	_______%
______________________________	_______%
______________________________	_______%

3. Does any portion of the goods or services offered have any imported content?

(*Tick applicable box*)

YES		NO	

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	**Rates of exchange**
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ....

ISSUED BY: (Procurement Authority / Name of Institution):

....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, …………………………….. (full names),

do hereby declare, in my capacity as ……………………………………… ………..

of ....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: ________________________ **DATE:** ____________

WITNESS No. 1 ________________________ **DATE:** ____________

WITNESS No. 2 ________________________ **DATE:** ____________

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 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? (**Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
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)? **(To access this Register enter the National Treasury's website, www.treasury.gov.za , 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)**	Yes ☐	No ☐
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 ☐	No ☐
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 □	No □
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 □	No □
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**