City of Johannesburg
Metropolitan Tech Company

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a world class African city

METROTECH
REQUEST FOR QUOTATION
ORGANISATIONAL REDESIGN, POSITION RENAMING, JOB PROFILING AND JOB GRADING SERVICES

1. BACKGROUND

Metropolitan Tech Company (MTC) currently operates within an approved organisational structure comprising 82 positions. Over time, however, the implementation of the structure has resulted in a number of organisational and structural anomalies that have affected the alignment between the approved structure, the Company's operational requirements and its evolving strategic direction.

The current structure does not fully reflect the organisation that MTC is evolving into. A number of positions and reporting relationships have developed in response to historical operational requirements and immediate capacity needs. In some instances, positions have been utilised across departmental boundaries to accommodate functions or operational requirements in another department. This has resulted in inconsistencies between the approved organisational structure, the functions performed and the actual reporting arrangements within the organisation.

There are also gaps and inconsistencies in the organisational levels and reporting lines. For example, certain administrative positions report directly to senior management without an appropriate specialist, professional or managerial level between the position and the Director. These arrangements can result in wide reporting spans, limited supervisory capacity, unclear accountability and challenges in establishing appropriate career and progression pathways. Furthermore, some positions within the current structure are no longer adequately aligned with MTC's current mandate, business requirements and strategic direction. The continued existence of these structural anomalies may contribute to duplication or fragmentation of functions, unclear accountability, inappropriate positioning of responsibilities and challenges in effectively utilising the Company's human resources.

The identified challenges have become increasingly important as MTC continues to strengthen its institutional capacity and position its organisational structure to support its strategic and operational objectives. There is therefore a need for MTC to undertake a comprehensive review of its organisational structure to ensure that the structure is fit for purpose, appropriately aligned to the organisation's current and future requirements, and supportive of effective governance and service delivery.

2. PROBLEM STATEMENT

The current MTC organisational structure presents a number of structural and organisational challenges requiring attention. These include:

- Positions that are not fully aligned with MTC's current and future strategic direction
- Inconsistencies between approved positions and the functions currently being performed
- Positions being utilised across departmental boundaries to address operational capacity requirements
- Gaps between organisational levels, resulting in inappropriate or ineffective reporting relationships

- Administrative and lower-level positions reporting directly to senior management without appropriate intermediate supervisory, specialist or managerial levels
- Unclear or inconsistent reporting lines and accountability
- Limited alignment between positions, functions and departmental mandates
- Potential duplication, fragmentation or inappropriate allocation of functions and
- Limited career and progression pathways resulting from gaps in the organisational hierarchy.

These challenges have the potential to affect organisational efficiency, accountability, employee management, workforce planning and MTC's ability to effectively implement its strategic and operational priorities.

3. PURPOSE OF THE RFQ

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified and experienced service provider to undertake an organisational structure review and redesign, including position alignment and renaming, development of selected job descriptions, job evaluation, grading and regrading, and to provide practical recommendations to support the implementation of the proposed organisational structure.

The appointed service provider will be required to assess the current organisational arrangements and recommend an appropriate future-state structure that is aligned to MTC's mandate, strategic direction, operational requirements and governance responsibilities.

4. OBJECTIVES

The objectives of the assignment are to:

a) Assess the existing organisational structure and its alignment with MTC's current mandate, strategic direction and operational requirements.
b) Identify and address structural anomalies, inconsistencies and gaps within the organisational structure.
c) Review and clarify reporting lines and spans of control across the organisation.
d) Ensure appropriate organisational levels between administrative, specialist, managerial and executive positions.
e) Identify critical structural and capacity gaps that may affect operational effectiveness and service delivery.
f) Assess whether existing positions remain relevant and appropriately positioned within the organisation.
g) Identify opportunities to rationalise, redesign, consolidate or realign positions and functions where required.
h) Recommend appropriate position names aligned to the functions and responsibilities of the respective positions.
i) Develop fifteen (15) job descriptions for identified positions.
j) Evaluate and regrade positions where warranted by the outcome of the organisational and job analysis.
k) Improve accountability by ensuring that functions and positions are appropriately located within the organisational structure.
l) Support effective workforce planning, succession planning and career development.
m) Provide practical implementation recommendations to enable MTC to transition towards the proposed organisational structure.
n) Provide a sound basis for future recruitment, capacitation and organisational resource planning.

5. SCOPE OF WORK

The appointed service provider will be required to undertake the assignment in the following phases:

PHASE 1: DIAGNOSTIC REVIEW

The service provider must conduct a comprehensive diagnostic assessment of MTC's current organisational structure, including:

- Review of the existing organisational structure and available organisational information;
- Assessment of the alignment between positions, functions and departmental mandates;
- Review of existing reporting relationships and spans of control;
- Identification of structural anomalies, gaps, overlaps and potential duplication of functions;
- Assessment of positions that are currently utilised across departmental boundaries;
- Identification of gaps between administrative, specialist, professional, managerial and executive levels;
- Assessment of positions that may no longer be appropriately aligned to MTC's current or future requirements;
- Identification of critical functions and capacity requirements; and
- Identification of opportunities for structural rationalisation, redesign, consolidation or realignment.
- The service provider must produce a diagnostic assessment highlighting key findings, risks, gaps and recommendations.

PHASE 2: ORGANISATIONAL REDESIGN AND POSITION ALIGNMENT

Based on the findings of the diagnostic review, the service provider must develop a proposed future-state organisational structure.

This phase must include:

- Development of a fit-for-purpose organisational structure aligned to MTC's strategic and operational requirements;
- Review and recommendation of appropriate organisational levels;
- Review and recommendation of reporting relationships;
- Assessment of spans of control;
- Alignment of positions and functions to the appropriate departments;
- Identification of positions/functions requiring retention, redesign, realignment, consolidation, establishment or discontinuation, where appropriate;
- Identification of critical positions and functions required for effective organisational performance; and
- Development of a proposed future-state organogram.

The proposed structure must be supported by a clear rationale explaining the recommended organisational changes.

PHASE 3: DEVELOPMENT OF JOB DESCRIPTIONS AND POSITION RENAMING

The service provider must:

- Review the functions and responsibilities associated with identified positions;
- Recommend appropriate position titles based on the nature, scope and level of responsibilities;
- Develop fifteen (15) job descriptions for positions identified by MTC;
- Ensure that the job descriptions are aligned to the proposed organisational structure and reporting relationships;
- Ensure consistency in the format, terminology and level of detail across all job descriptions; and
- Provide recommendations regarding any further positions requiring job profiling following the organisational review.

Each job description should clearly reflect, where applicable:

- Job title;
- Organisational placement;
- Reporting relationship;
- Job purpose;
- Key responsibilities;
- Key performance areas;
- Required qualifications;
- Required experience;
- Competencies and skills;
- Decision-making responsibilities;
- Financial or other resource responsibilities, where applicable;
- Stakeholder relationships; and
- Any other relevant requirements necessary to appropriately define the position.

PHASE 4: JOB EVALUATION, GRADING AND REGRADING

The service provider must undertake job evaluation and grading/regrading of identified positions in accordance with an appropriate and recognised job evaluation methodology.
The service provider must:

- Assess positions based on their actual scope, responsibilities, complexity and organisational level;
- Conduct job evaluations for identified positions;
- Review existing grades against the outcome of the job evaluation;
- Recommend regrading where justified;
- Identify positions where the current grade remains appropriate;
- Provide a clear rationale for proposed grading or regrading outcomes;
- Ensure consistency and internal equity in the application of the grading methodology; and
- Provide an appropriate position alignment and grading register.

Where regrading is recommended, the service provider must clearly distinguish between the current grade and proposed grade and provide the basis for the recommendation.

PHASE 5: FINAL REPORT AND PRESENTATION

The service provider must consolidate the findings and recommendations into a comprehensive final report.

The final report must include:

- Summary of the diagnostic findings;
- Key organisational challenges identified;
- Recommended future-state organisational structure;
- Position alignment and renaming recommendations;
- Job descriptions developed;
- Job evaluation and grading/regrading outcomes;
- Identified structural and capacity gaps;
- Recommended organisational changes;
- Implementation considerations and recommendations;
- Key risks and dependencies; and
- Any other relevant recommendations arising from the assignment.

The service provider will also be required to present the final findings and recommendations to MTC’s relevant management structures and/or designated stakeholders.

6. KEY DELIVERABLES

The assignment is expected to produce the following key deliverables:

6.1 Diagnostic Report
A report setting out the findings of the assessment of the current organisational structure, including identified structural anomalies, gaps, reporting-line issues, functional alignment issues and recommendations.

6.2 Future-State Organogram
A proposed future-state organisational structure reflecting:

- Appropriate organisational levels;
- Reporting relationships;
- Departmental alignment;
- Position placement; and
- Recommended structural changes.

6.3 Position Renaming and Alignment Report

A report providing recommendations regarding position titles, functional alignment and appropriate positioning of positions within the proposed organisational structure.

6.4 Fifteen (15) Job Descriptions

Fifteen (15) professionally developed and standardised job descriptions aligned to the proposed organisational structure.

6.5 Position Alignment and Grading Register
A consolidated register reflecting the position alignment and applicable grading outcomes arising from the review.

6.6 Job Evaluation and Regrading Report
A report setting out the job evaluation findings, grading/regrading recommendations and supporting rationale.

6.7 Final Report and Executive Presentation
A presentation of the overall findings, proposed organizational structure, position alignment, job profiling and grading outcomes to the relevant MTC stakeholders

7. EXPECTED OUTCOMES
The organisational structure review is expected to result in:

- A fit-for-purpose organisational structure aligned with MTC's strategic direction and operational requirements;
- Clearly defined organisational levels and reporting relationships;
- Improved accountability and clarity of roles and responsibilities;
- Appropriate positioning of administrative, specialist, managerial and executive functions;
- Identification and resolution of structural gaps and anomalies;
- Better alignment between positions and the functions they perform;
- Improved workforce and succession planning;
- Clearer career and progression pathways for employees; and
- A sound basis for future recruitment, capacitation and budget planning.

The review should enable MTC to make informed decisions regarding the retention, redesign, realignment, consolidation, establishment or discontinuation of positions and functions, where appropriate.

8. PROJECT DURATION AND TIMEFRAMES

The assignment is expected to be completed within 3 months from the date of appointment or commencement.

Phase	Key Activities	Deliverable	Proposed Timeline
Phase 1	Diagnostic Review	Diagnostic Report	September 2026
Phase 2	Organisational Redesign and Position Alignment	Future-State Organogram / Alignment Recommendations	October 2026
Phase 3	Job Descriptions and Position Renaming	15 Job Descriptions / Renaming Report	October 2026
Phase 4	Job Evaluation, Grading and Regrading	Grading Register / Evaluation Report	November 2026
Phase 5	Finalisation and Presentation	Final Report / Executive Presentation	December 2026

9. Evaluation Criteria

Key Activities	Points
1.A detailed project plan detailing the all the 5 stages of the project including a proposed change management program tailor-made for an institution like MTC.	= 30 Points for a detailed plan covering all the 5 stages. = 0 Points for not covering some aspects and below
2.3 Reference letters of the similar work that has been conducted in Municipality or public entity in the last 5 years.	= 20 Points for 3 reference letters for similar work done in Municipality or Public entity in the last 5 years. = 10 Points for 2 reference letters for similar work done in Municipality or Public entity in the last 5 years = 0 Points for less than 2 reference letters for similar work done in Municipality or public entity in the last 5 years
3. Lead consultant must have over 5 years of in this type of work together with a master's in human resources/ management or related.	= 20 Points for Lead consultant with 5 years and above together with a master's in human resources/ management or related. = 10 Points for Lead consultant with 3-4 years together with a master's in human resources/ management or related =0 Points for Lead consultant with less than 5 years with or without a master's in human resources/ management or related.
4. The consultant/company must have completed within the ICT organization in last 3 years.	=30 The consultant/company must have completed within the ICT organization in last 3 years = 0 The consultant/company must have completed within the ICT organization in last 3 years

SUPPLIER NAME: _____

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE METROPOLITAN TRADING 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	**17 September 2026**
DEPARTMENT	**METROPOLITAN TECH COMPANY**
RFQ NUMBER:	**RFQ-20260917**
DESCRIPTION OF GOODS/SERVICES	**RFQ: ORGANISATIONAL REDESIGN, POSITION RENAMING, JOB PROFILING AND JOB GRADING SERVICES**
COMPULSORY REQUIREMENTS	**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION**
ADDITIONAL COMPULSORY REQUIREMENTS	**N/A**
SUBMISSION OF QUOTES:	**EMAIL SUBMISSIONS ONLY: RFQSUBMISSIONS@MTC.JOBURG.ORG.ZA**
TIME: **CLOSING DATE:**	**12H00** **24 September 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-20260917

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-20260917	**17/09/2026**
CONTACT PERSON	
NAME:	**XOLANI ZWANE**
TEL No:	**011 032 0250**

Submission Deadline: **24/09/2026**
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 Municipality	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-20260917

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.	**RFQ: ORGANISATIONAL REDESIGN, POSITION RENAMING, JOB PROFILING AND JOB GRADING SERVICES**	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**