REQUEST FOR QUOTATION (RFQ)
PROVISION OF RECORDS DISPOSAL SERVICES FOR METROPOLITAN TECH COMPANY SOC LTD (MTC)

1. INVITATION TO QUOTE

Metropolitan Tech Company SOC Ltd (MTC) hereby invites suitably qualified and experienced service providers to submit quotations for the provision of secure records disposal services.
The successful bidder will be required to collect, transport, securely destroy and provide proof of destruction for records approved for disposal in accordance with applicable records management legislation, MTC policies and approved retention schedules.

2. BACKGROUND

Metropolitan Tech Company SOC Ltd (MTC) is a municipal entity of the City of Johannesburg responsible for the provision and management of telecommunications infrastructure and related services.
As part of its records management programme, MTC has identified records that have reached the end of their retention periods and are eligible for disposal.
MTC therefore requires the services of a suitably qualified service provider to undertake the secure disposal of approved records in accordance with legislative and regulatory requirements.

2.1 SUMMARY

In terms of the National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996), public records may not be destroyed, erased or otherwise disposed of without the appropriate written disposal authority and approved retention periods. Governmental bodies are further required to implement sound records management programmes, approved file plans, disposal schedules and systematic disposal programmes to ensure the effective management, retention and lawful disposal of records.

As part of MTC's records management programme and ongoing implementation of File Plan, a records assessment has identified a significant number of inactive and legacy records that have exceeded their prescribed retention periods and are eligible for disposal, subject to the applicable disposal authorities and approvals. The identified records include historical files and documentation accumulated over several years, with some records being more than ten (10) years old and no longer required for operational, legal, administrative or statutory purposes.

Following MTC's relocation to its new offices, a substantial number of archive boxes and records remain stored in office spaces, storerooms, corridors and other non-designated areas. The continued retention of records that have exceeded their approved retention periods places unnecessary pressure on available office space, limits the efficient utilisation of records storage facilities and creates challenges in maintaining an organised and compliant records management environment.

In addition, the storage of archive boxes and records in circulation areas and near emergency exit routes presents an Occupational Health and Safety concern. Obstructed corridors, passageways and emergency exits may impede the safe movement of employees and visitors and may hinder evacuation procedures during emergencies. MTC is therefore required to take reasonable measures to maintain a safe working environment by ensuring that records are properly managed, stored and disposed of in accordance with applicable records management and workplace safety requirements.
The implementation of a structured records disposal exercise will support MTC's compliance with the National Archives and Records Service of South Africa Act, approved records retention schedules, records management policies and good governance principles. Furthermore, the disposal exercise will assist MTC in improving records storage management, reducing records-related risks, enhancing information governance and ensuring the efficient utilisation of office accommodation and storage facilities.
Accordingly, MTC requires the services of a suitably qualified and experienced service provider to undertake the secure collection, transportation, destruction and certification of approved records earmarked for disposal in accordance with legislative, regulatory and organisational requirements.

3. OBJECTIVE

The objective of this RFQ is to appoint a service provider to:

Phase 1

- List all available files/documents in all departments within MTC
- Categories the documents in line with the relevant legislation.
- Compile a list of all files/documents with their possible expiration date

Phase 2

- Verify records approved for disposal.
- Collect records from MTC premises.
- Securely transport records for destruction.
- Confidentially destroy records.
- Provide certificates of destruction.
- Provide disposal reports and chain-of-custody documentation.
- Ensure compliance with records management and information security requirements.

4. SCOPE OF WORK

The appointed service provider shall be responsible for the following:

4.1 Verification of Records

- Review records identified by MTC for disposal.
- Verify records against disposal schedules provided by MTC.
- Confirm quantities and disposal batches before destruction.

4.2 Collection of Records

- Collect approved records from MTC premises.
- Provide secure collection containers where necessary.
- Ensure proper handling of records during collection.

4.3 Transportation

- Securely transport records from MTC premises to the destruction facility.
- Maintain complete chain-of-custody records throughout the transportation process.

4.4 Destruction of Records

The service provider shall:

- Shred and destroy records using secure destruction methods.
- Ensure records are rendered permanently unreadable and irrecoverable.
- Comply with all applicable confidentiality and information security requirements.
- Ensure destruction is undertaken in an environmentally responsible manner.

4.5 Reporting and Certification

The successful bidder shall provide:

- Certificate of Destruction.
- Disposal Report.
- Chain-of-Custody Documentation.
- Confirmation of quantities destroyed.
- Confirmation of destruction dates.

5. LEGISLATIVE AND REGULATORY FRAMEWORK

The service provider shall comply with all applicable legislation including but not limited to:

- National Archives and Records Service of South Africa Act, No. 43 of 1996.
- Protection of Personal Information Act (POPIA), No. 4 of 2013.
- Municipal Finance Management Act (MFMA), No. 56 of 2003.
- Promotion of Access to Information Act (PAIA), No. 2 of 2000.
- Applicable City of Johannesburg Records Management Policies.
- Applicable MTC Records Management Policies and Procedures.

6. IMPORTANT CONDITION

No records shall be destroyed without written approval from MTC.

The successful bidder shall only destroy records specifically identified and authorised by MTC for disposal in accordance with approved retention schedules and disposal authorities.

7. PROJECT DURATION

The service provider shall undertake a once-off records disposal exercise.
The project shall be completed within thirty (30) calendar days from the date of appointment.

8. DELIVERABLES

The successful bidder shall provide:

- Verification of records approved for disposal
- Collection of records from MTC premises
- Secure transportation of records
- Chain-of-custody documentation
- Secure destruction of records
- Certificate of Destruction
- Disposal Report
- Confirmation of quantities destroyed

Failure to submit mandatory documents may result in disqualification.

10. FUNCTIONALITY EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Guidelines	Maximum Points	Evaluator Score
1	**Detailed Methodology and Project Plan.** The bidder must submit a detailed methodology outlining the approach for records verification, collection, secure transportation, chain of custody, destruction process, certification of destruction and final reporting.	**30 Points** – Detailed methodology and project plan covering all aspects of records disposal (phase 1 and phase 2), transportation, chain of custody, destruction, certification and reporting. **15 Points** – Methodology submitted but does not adequately address all aspects of the scope. **0 Points** – No methodology submitted or methodology does not demonstrate understanding of the scope of work.	30	
2	**Reference Letters for Similar Work Conducted during the last five (5) years.**	**20 Points** – Three (3) or more signed reference letters for similar records management, archives management or records disposal projects. **10 Points** – Two (2) signed reference letters for similar records management, archives management or records disposal projects. **0 Points** – Less than two (2) signed reference letters submitted.	20	
3	**Lead Records Management Specialist.** The bidder must provide a CV and qualification(s) of the proposed Lead Records Management Specialist.	**20 Points** – Relevant qualification in Records Management, Archives Management, Information Management or related field and five (5) years or more relevant experience. **10 Points** – Relevant qualification and three (3) to four (4) years relevant experience. **0 Points** – Less than three (3) years' experience and/or no relevant qualification submitted.	20	
4	**Company Experience in Records Management and Records Disposal Services.** The bidder must demonstrate successful completion of similar projects within the last five (5) years.	**30 Points** – Three (3) or more successfully completed similar projects supported by appointment letters, purchase orders, contracts or completion certificates. **15 Points** – Two (2) successfully completed similar projects supported by evidence. **0 Points** – Less than two (2) similar projects supported by evidence.	30	
	TOTAL SCORE		**100**	

Minimum Functionality Threshold

Bidders must obtain a minimum score of **80 out of 100 points** to be considered for further evaluation.

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	**16 October 2026**
DEPARTMENT	**METROPOLITAN TECH COMPANY**
RFQ NUMBER:	**RFQ-20261016**
DESCRIPTION OF GOODS/SERVICES	**RFQ: PROVISION OF RECORDS DISPOSAL SERVICES FOR METROPOLITAN TECH COMPANY SOC LTD (MTC)**
COMPULSORY REQUIREMENTS	**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION**
ADDITIONAL COMPULSORY REQUIREMENTS	**Compulsory briefing: 20 October 2026 at MTC offices at 11:30**
SUBMISSION OF QUOTES:	**EMAIL SUBMISSIONS ONLY: RFQSUBMISSIONS@MTC.JOBURG.ORG.ZA**
TIME: **CLOSING DATE:**	**12H00** **23 October 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-20261016

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-20261016	**23/10/2026**
CONTACT PERSON	
NAME:	**XOLANI ZWANE**
TEL No:	**011 032 0250**

Submission Deadline: **23/10/2026**
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-20261016

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: PROVISION OF RECORDS DISPOSAL SERVICES FOR METROPOLITAN TECH COMPANY SOC LTD (MTC)**	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**