



Provision of
Company Secretariat Services
for a period of
36 months

>>move easier
>>hamba lula

Bid Number: MTC 2023/24

Mayibuye Transport Corporation
MTC Bid Specification

Mayibuye Transport Corporation
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Disclaimer

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

To obtain additional information and/or copies of this document, please contact:

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1. DOCUMENT HISTORY AND VERSION CONTROL

Document	MTC Company Secretariat Services
Bid Number	MTC2023/24/03
Reference	
Version	Version 1
Contact Person	Manager: Demand and Acquisition – Ms K. Goci
Legal Framework	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999) National Treasury Regulations Preferential Procurement Regulations, 2022
Related Documents	MTC Procurement Policy

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3. DEFINITIONS

In this document, unless the context indicates otherwise the following meaning(s) are associated with each related term and/or abbreviation:

Term / Abbreviation / Acronym	Meaning
Accounting Authority	The Board of Directors appointed by the Premier or Member of the Executive Council, accountable to the Provincial Legislature and Executive Council for that public entity.
Certified	Stamped and signed by a Commissioner of Oaths
Corporation	Mayibuye Transport Corporation
EM	Executive Manager
Executive Authority	The Member of the Provincial Executive Council who is accountable to the Provincial Legislature for that public entity or in whose portfolio it falls
MTC	Mayibuye Transport Corporation
NT	National Treasury Regulations
PAR	Paragraph
PFMA	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999).
PPPFA	Preferential Procurement Policy Framework Act (Act No. 5, 2000)
SARS	South African Revenue Service
SCM	Supply Chain Management
Mobile Internet Device	A USB device often referred to as a 3G dongle

4. INTRODUCTION

- 4.1 The Mayibuye Transport Corporation operates as a state-owned bus passenger transport service provider belonging to the Eastern Cape Provincial Government.
- 4.2 The vision of the MTC is to become the Public Transporter of Choice.
- 4.3 It is the mission of the MTC to provide a safe, reliable, affordable public transport service that is responsive to its environment.
- 4.4 The prices tendered must be valid for 120 days.
- 4.5 The Public Finance Management Act (PFMA), No.1 of 1999, as amended requires the establishment of effective risk management under the control and direction of an audit committee (Section 51(1) (a)(ii).
- 4.6 There will be no briefing session for this tender.
- 4.7 All submissions must be made electronically to the email address provided by the closing date and time, as advertised, to; tendersubmissions@mtcec.co.za.
- 4.8 All submissions must be indexed appropriately.

5. OBJECTIVES

The objective of this bid is to appoint a suitable and duly qualified Service Provider for the provision of Company Secretary Services for a period of thirty-six (36) months. In terms of the Companies Act, Act No. 71 of 2008, a public company or state-owned company must appoint a company secretary. It further states that every company secretary, irrespective of whether the appointment is made as required by the act or in terms of a requirement in a company's Memorandum of Incorporation, as contemplated in the act must:

- 2.1 have the requisite knowledge of, or experience in, relevant laws; and
- 2.2 be a permanent resident of the Republic and remain so while serving in that capacity.

6. SCOPE OF WORK

The scope of Company Secretary Services functions is as follows:

- a. Attendance of MTC Board Meetings, Board Sub-Committee Meetings, Meeting with Shareholders and any ad-hoc meetings of any Board Committees;
- b. Ensuring that Board minutes are properly recorded and distributed timeously;
- c. Drafting, reviewing, amendment of Board and Shareholders resolution;
- d. Maintenance of obligations calendar in order to advise MTC on what annual obligations are due and assistance with attending to the necessary;
- e. Ad-hoc and regulatory advice;
- f. Management of Shareholder / Board Meetings, approvals and filing together with the preparation of Board packs;
- g. Minuting Shareholders / Board Meetings;
- h. Facilitating signature of legal documents;
- i. Recordkeeping assistance;
- j. Filing annual returns and other documents such as auditors' reports and AFS.
- k. Maintenance of statutory files;
- l. Reporting to the Board any failure by MTC or a Board Member to comply with Companies Act and relevant legislation;
- m. Making the Board aware of any law relevant to / or affecting the MTC.
- n. Reporting to the Board any failure by MTC or the Board member to comply with Companies Act.
- o. Ensuring that copies of AFS are sent in accordance with the Companies Act to every person who is entitled to it.

7. EXPECTED OUTCOMES AND DELIVERABLES

It is expected that the resource allocated to the Corporation must have the following attributes/competencies:

- a. Ability to support and contribute to the formulation of policies by the MTC Board.
- b. Ability to implement, manage and oversee the implementation of legislation and policy within the area of responsibility.
- c. An understanding of the legal system as it affects a business.
- d. Ability to interpret and apply law in a corporate environment.
- e. Thorough knowledge of litigation procedure and up to date knowledge of the corporation's legal portfolio.
- f. Extensive knowledge and understanding of contracts management.
- g. Ability to draft, distribute, and maintain minutes of meetings.
- h. Ability to follow up on the implementation of Board decisions/resolutions.
- i. Providing a central source of guidance and advice to the Board, and within the company, on matters of ethics and good governance.
- j. Ability to provide the Board and directors individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the company.
- k. Develop and implement a needs-driven training programme for members of the Board
- l. Exceptional knowledge and skills in meeting procedures and protocol.
- m. Technical knowledge and experience – legal, commercial and business best practices.
- n. Utmost discretion with confidential information.
- o. Ability to review and provide legal advice on Tender and Bid documents.

- p. Lead the effective and efficient provision of executive support services to the Board Chairperson, the Chairpersons of Board Committees and Board members.
- q. Ability to provide strategic support to the Board, Accounting Officer and the Executive Management team.
- r. Ability to contribute to service delivery systems of a complex nature and to manage the achievement of MTC strategies and goals.

8. QUALITY ASSURANCE REVIEWS OF THE WORK

The Company Secretary shall ensure that all work conforms to the standards as outlined by the Institute of Directors South Africa. Such work may further be subject to external quality assurance as may be considered necessary.

9. MONITORING PROGRESS

Monitoring of progress on duties shall be monitored by the Board and the Chief Executive Officer.

10. INDEPENDENCE AND OBJECTIVITY

In carrying out the work, the Company Secretary must maintain their objectivity by remaining independent of the activities of the Corporation, except as directed by the Board.

The allocated resources shall:

- a. Have no executive or managerial powers, functions or duties, except those relating to Company Secretary functions;
- b. Not be involved in the day-to-day operation of the MTC.

11. DURATION OF CONTRACT

The duration of the contract is anticipated to run for a period of Thirty-Six (36) months, commencing on the date of signing the Service Level Agreement.

The successful tenderer should be able to start within ten (10) days from date of appointment.

12.COMPLIANCE

Bidders are required to include in their bid document the following:

- a. A certified copy of the business registration documents, issued by either the Companies and Intellectual Property Commission (CIPC) or the Department of Trade and Industry.
- b. Proof of registration on National Treasury's Central Supplier Database.
- c. A certified copy of valid B-BBEE certificate.
- d. A certified copy of the identity document for each of the company directors of owners as they appear in the business registration documents as per 9.a above.
- e. Original and signed MTC SBD 1 Form "Invitation to Bid". Each page must be initialled.
- f. Original and signed MTC SBD 3.1 Form "Firm Pricing Schedule". Each page must be initialled.
- g. Original and signed MTC SBD 4 Form "Declaration of Interest". Each page must be initialled.
- h. Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be initialled.
- i. Original and signed MTC SBD 7.2 Form "Contract Form – Rendering of Services". Each page must be initialled.
- j. Original and signed MTC SBD 8 Form "Past Supply Chain Practices". Each page must be initialled.
- k. Original and signed MTC SBD 9 Form "Certificate of Independent Bid Determination". Each page must be initialled.

- l. Proof of admission as attorney of the individual that will be allocated to the Corporation.
- m. The bidder is to ensure submission of all documents above; however, failure to submit the SBD 4 Form as per 9.g and proof as per 9.l above will render the proposal non-responsive and it will automatically be disqualified from the bid process.

13.FUNCTIONALITY

The written tender application should focus on the following aspects to qualify and to be considered:

- a. Demonstration of the firm's substantial Company Service experience, including the experience and qualifications of the individual to be assigned to MTC;
- b. Advanced understanding of, and sufficient exposure to, the Companies Act, Public Finance Management, and related Treasury Regulations;
- c. Experience in working with public entities and public transport providers;
- d. Shareholding and Management structure:
 - o Employment Equity Policy;
 - o Fee Structure;
 - o External references.

The evaluation of technical proposals will be on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system indicated below. Each responsive proposal will be given a technical score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. The MTC shall notify bidders of the rejection of their technical proposal after completing the selection process.

Tenders will be awarded on the absolute discretion of the Board in accordance with internal policies and statutory regulations. The decision will be final and binding, no correspondence will be entered into.

Technical Proposal evaluation criteria and point system:

Criteria	Max Sub-score	Max per section
Qualifications & Experience		100
Firm's experience in Public Entities subject to PFMA	15	
Firm's experience in Company Secretariat Services	15	
Individual's experience in Public Entities subject to PFMA	25	
Individual's experience in Company Secretariat Services	25	
Individual's Professional Membership	20	
TOTAL:		100

Note: The individual referred to above will be the person the firm will allocate to the MTC to render the company secretariat services

To evaluate the experience the following information over the last three years should be added:

- a) Reference of current Public Entity Company Secretary services (provide at least 3 contactable references and client reference on letterhead of client);
- b)
- c) Listing of Company Secretary services clients where similar work was done;
- d) A detailed CV of the individual that will be allocated to MTC;
- e) Company Profile to be included with submission.

14. TENDER AWARDING PROCEDURE

- a. In addition to the requirements as stated, all bids will be evaluated on the basis of price and proposal and the proposal that will best suit the corporate operational requirements of the Mayibuye Transport Corporation.
- b. The bid will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2011) as well as Mayibuye Transport Corporation's Procurement policy.
- c. Received Qualifying Proposals will be evaluated based on the following criteria, namely:
 - i. Stage 1 – Mandatory Compliance
 - ii. Stage 2 - Functionality
 - iii. Stage3 – Price and Specific Goals
- d. All documents relating to mandatory compliance must be submitted by the tenderer in order to proceed to stage 2.
- e. A minimum score of 60 points is required for the bid to proceed to stage 3.

f. Mandatory Compliance – Stage 1

Bids will be evaluated for the submission of the documents as detailed in point 12; failure to submit the documents, as detailed therein, will render the proposal invalid and it will automatically be disqualified from the bid process.

g. Functionality – Stage 2

The technical proposal evaluation criteria and point system is noted above (point 13):

Criteria	Max Sub-score	Max per section
Qualifications & Experience		100

Firm's experience in Public Entities subject to PFMA	15	
Firm's experience in Company Secretariat Services	15	
Individual's experience in Public Entities subject to PFMA	25	
Individual's experience in Company Secretariat Services	25	
Individual's Professional registration	20	
TOTAL:		100

The weighting that will be applied is as follows:

Score	Prompt for judgement
0	Failed to address the issue.
1	A detrimental response / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available.
2	Less than acceptable – response / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
3	Acceptable response / solution to the particular aspect of the requirements and evidence given of skill / experience sought.
4	Above acceptable – response / solution demonstrating real understanding of requirements and evidence of ability to meet it.
5	Excellent – response / solution gives real confidence that the tenderer will add real value.

The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score.

h. 80/20 Preference Points– Stage 3

The stage is the evaluation of the bids in line with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as required in the table below. If a particular category does not exist in the firm, it can be omitted.

Item (where applicable)	Hourly Rate (R)
Company Secretary	R

The points will therefore be allocated at this stage as follows:

CRITERIA	Points
i. Price	80
ii. Specific Goals	20
iii. TOTAL	100

In terms of the Procurement Policy of the Mayibuye Transport Corporation, the 20 points will be claimed by bidders in terms of the below specific goals of the Corporation;

Description	Points for Specific goals 80/20
100% Black ownership	25%
51% - 99% black ownership	10%
Less than 51% ownership	5%
Women Equity ownership	30%
Youth Equity ownership	15%
People with Disability	5%
Locality within the Eastern Cape	10%
Total	100%

Note: bidders will claim points out of 20 according to the above percentages with those specific goals that the bidder meets. No bidder will be disqualified for not obtaining any points for specific goals but that no points will be for those specific goals not met. Proof of each claim by the bidder against the above criteria must be submitted.

15. CONDITIONS

- a. The service providers are invited to submit a detailed proposal that includes the tender document and deliverables and quote in South African Rand, including VAT. A company profile should be attached as an appendix;
- b. The tender must be submitted to tendersubmissions@mtcec.co.za by the closing date and time as advertised with the tender reference no.;
- c. The Corporation reserves the right to reject any and/or all bids, to waive any and/or all formalities and to accept the one deemed most advantageous to Mayibuye Transport Corporation and the Province of the Eastern Cape.
- d. The company name and the return address must also be endorsed on the back of the envelope;
- e. If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the correct tender box. It is the responsibility of the bidder to ensure that the bid is deposited in the correct box by closure of the tender.
- f. No tender received late or by telegram, telex, email, facsimile or similar medium will be considered;
- g. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered;
- h. Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time;

- i. The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.
- j. Kindly note that Mayibuye Transport Corporation is entitled to amend any tender conditions, validity period, specifications or extend the closing date of tenders before the prescribed closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments;
- k. The Corporation reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to Mayibuye Transport Corporation – (in line with the MTC social aspirations);
- l. The Corporation also reserves the right to award this tender to:-
 - i. an organisation that has strong BEE credentials in terms of current BEE legislation;
 - ii. an organisation that is a joint venture with a black empowered company.
 - iii. This will be added to the criteria when evaluating the tenders.
- m. The Corporation also reserves the right to award this tender as a whole or in part without furnishing reasons.
- n. The Corporation also reserves the right to cancel or withdraw from this tender as a whole or in part without furnishing reasons;
- o. The tenderer hereby offers to render all or any of the services described in the attached documents to the Corporation on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein);
- p. This Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.

- q. Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- r. The tenderer hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender;
- s. The tenderer furthermore confirms satisfaction regarding the correctness and validity of this Tender response and that all prices and rates quoted cover all the work / items specified in the Tender response documents and that prices and rates quoted cover all obligations under any resulting contract and that the tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.
- t. The tenderer hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- u. Failure to comply with any of the terms and conditions as set out above will invalidate the tender.
- v. Completion and signature of the "Details of the Tenderer" (Respondent) form (Form SBD1) are mandatory and confirm acceptance of these Terms and Conditions of Tender. Where the SBD1 document is not signed by the person authorised to sign, the bid will be disqualified.
- w. The BEE codes being applied are based on the codes from the Department of Trade and Industry.
- x. Note that all General Conditions of Contract terms will apply.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAYIBUYE TRANSPORT CORPORATION					
BID NUMBER:	MTC 2023/24/03	CLOSING DATE:	14 AUGUST 2023	CLOSING TIME:	11:00AM
DESCRIPTION	PROVISION OF COMPANY SECRETARIAT SERVICES FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Bid responses must be submitted electronically to tendersubmissions@mtcec.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Khonaye Goci		CONTACT PERSON	Ms Khonaye Goci	
TELEPHONE NUMBER	043 051 7900		TELEPHONE NUMBER	043 051 7900	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	gocik@mtcec.co.za		E-MAIL ADDRESS	gocik@mtcec.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: MTC2023/24/03
Closing Time 11:00 AM	Closing date: 14 August 2023

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.



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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**



4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 or 90 points is allocated for price on the following basis:

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

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.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black ownership	25% (5)	
51% - 99% black ownership	10% (2)	
Less than 51% ownership	5% (1)	
Women Equity ownership	30% (6)	
Youth Equity ownership	15% (3)	
People with Disability	5% (1)	
Locality within the Eastern Cape	10% (2)	

**** Evidence must be submitted to support the claim made by the tenderer****

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	



CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		



4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 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.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder