



SALGA
South African Local Government Association

TERMS OF REFERENCE

BID: SALGA /23/2015

REQUEST FOR PROPOSALS FOR PROVISION OF OFFICE SPACE FOR SALGA IN MBOMBELA, MPUMALANGA

CLOSING DATE: 07 SEPTEMBER 2015

**TENDERS CAN BE DEPOSITED IN THE TENDER BOX AT THE
RECEPTION AT:**

**SALGA NATIONAL OFFICE
BLOCK B
MENLYN CORPORATE PARK
CNR GARSFONTEIN AND COROBAY AVENUE
WATERKLOOF GLEN**

SALGA National
Block B
Menlyn Corporate Park
175 Corobay Ave
Cnr Garstfontein Rd
Waterkloof Glen X11
Pretoria 0181
Tel: 012 369 8000
Fax: 012 369 8001

Eastern Cape
1stFloor, 3 Beraa Terrace
Berea, East London 5214
Tel: 043 727 1150
Fax: 043 727 1158

Free State
Cnr Nelson Mandela Dr
& Burger St
Bloemfontein 9300
Tel: 051 47 1980
Fax: 051 430 8250

Gauteng
3rdFloor Braampark
Forum 2, 33 Hoofd St
Braamfontein 2017
Tel: 011 278 1150
Fax: 011 403 3636

KwaZulu-Natal
202 Transnet Building
3rdFloor, Smith St
Durban 4000
Tel: 013 361 1236
Fax: 013 361 1234

Limpopo
127 Marshall St
Polokwane 0909
Tel: 015 291 1400
Fax: 015 291 1402

Mpumalanga
SALGA House
11 Van Rensburg St
Nelspruit 1200
Tel: 013 752 1200
Fax: 013 752 5595

North West
Jade Square, Suite 400
Cnr O R Tambo &
Margaretha Prinsloo St
Klerksdorp 2570
Tel: 018 482 5290
Fax: 018 462 4862

Northern Cape
Crescent House
1 & 2 D'Arcy St
Kimberley 8300
Tel: 053 833 2505
Fax: 053 833 3828

Western Cape
7thFloor
Eleven Adderley
11 Adderley St
Cape Town 8000
Tel: 021 469 9800
Fax: 021 461 1938

1. INTRODUCTION

SALGA is a unique independent association of municipalities in South Africa recognized in terms of Section 163 of the Constitution of the Republic of South Africa as a Schedule 3A public entity. Our vision is to be an association of municipalities that is at the cutting edge of quality and sustainable services.

2. PURPOSE

SALGA require approximate minimum of 1300 sq. m office space and the property should allow space for expansion.

Ideally SALGA would want to have the building suitably fitted out to SALGA's requirements. As it is not part of SALGA's core functions, SALGA would not be involved in appointing a Professional Team and Contractors to fit out the office accommodation and expects the Landlord to do this. The Landlord must specify the tenant installation allowance.

It is important for SALGA to be informed of the time frame (considering SALGA's existing contractual obligations) when a suitable building will be ready for occupation.

The location of the SALGA Office must be easily accessible from existing freeways/main roads, within walking distance from public transport services, clearly visible from traffic routes and entrance from street level is required. Parking for visitors must be available on the proposed premises.

A security infrastructure for the offices will be required and it is imperative that cognizance is given to any risk/s attached to the prospective buildings to SALGA politicians, staff and visitors.

The building must be disabled friendly.

3. BACKGROUND

SALGA recognizes that if it is to realize its vision, it must nurture and constantly develop its winning formulae- a combination of service excellence, quality, participative management and empowerment. The organization also realizes that this will only be achieved if it continues to value and care for its member municipalities, and takes the management of employee issues and risks in the organization seriously.

4. SCOPE OF WORK

ACCOMMODATION NORMS

4.1 TYPICAL PROPERTY

4.1.1 **Type of Premises:** -The premises should be suitable for a typical administrative office environment.

4.1.2 **Property/Building:** - The property offered should be able to accommodate the following as net usable areas: Also refer to Annexure A on page 14 for additional requirements

- **GENERAL**

Requirements are based on the premise that exclusive offices for top management are required while an open plan office layout is required for back office facilities.

- **OFFICE SPACE REQUIREMENTS**

To allow for the particular requirements as indicated below, the estimated total floor space required is a minimum of 1300sq. m including common areas.

Apart from the normal office space requirements for staff as indicated above, the following is a summary of areas requiring particular attention and planning:

PEO's OFFICE AREA

-
- Chairperson's Office
- PEO's Office
- Reception/ waiting area
- PA's Office
- 2 Private boardroom for 10 people (PEO's and Chairperson's boardroom)
- Kitchenette
- PEOs private toilet
-

OTHER BOARDROOMS

- Main boardroom to accommodate 50 people with catering facilities.
- Three committee rooms to accommodate 20 people each
- Training room to accommodate 50 people

ICT

- Server room with suitable fire resistant storage space and dedicated air conditioning

ADMINISTRATION

- Storeroom for stationary
- Storeroom for groceries and catering equipment
- Storeroom for cleaning material and equipment
- Operations centre to accommodate three large volume copy machines
- Registry to accommodate 2 staff members, a file storage area consisting of a counter and Optiplan type filing cabinets
-

OTHER REQUIREMENTS

- General reception area
- Kitchen on each floor

- Lounge area for staff / meeting delegates to have lunch(cafeteria)
- Resource Center / Library
- Rest room for 2 cleaners
- Gym facility and shower
- Sick bay and Emergency Assembly point
- Water hydrant
- Waiting area on each floor

The above is not to be considered a detailed specification but should merely act as a guideline to assist the planning process.

4.1.3 THE BUILDING

The building shall comply with local authority requirements and applicable legislation. Any program to prepare the building to be compliant should be completed prior to SALGA's occupation keeping the time frames in mind. The building shall be fully disabled friendly e.g. all floors to be occupied by SALGA shall be accessible by wheel chair. Lift buttons to have braille and voice announcing lift movements. Allowance should also be made for access by guide dogs.

4.1.4 THE PARKING

Minimum of 40 parking bays with potential additional parking bays. Allowance should be made for at least 2 visitors parking to accommodate people with disability.

All parking is to be provided within a safe and secure environment.

4.1.5 SALGA ACCOMMODATION STANDARDS

The accommodation must provide for the following accommodation standards:

- (HVAC) Heating, Ventilation and Air-Conditioning.
- Implementation of Smoking by-laws
- Toilet Facilities.
- Water Supply
- Electrical Supply
- Fire Risk management
- Uninterrupted power supply
- Emergency power supply
- Vertical Movements
- Carrying capacity of floors
- Acoustics and noise standards
- Security
- Accessibility to the building for staff members, visitors and disabled.
- Accessibility for deliveries
- Accessibility for disabled.
- Parking facilities

SALGA requires compliance certificates / confirmations in this regard.

4.1.6 HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The building should be fully air-conditioned and the air conditioning system should be sufficiently adequate to provide a summer / winter working environment compliant to industry standards. There should preferably be a maintenance contract in place.

The air conditioning installation / units should have a remaining life expectancy of at least 5 years. A Mechanical Engineer's report will be required.

4.1.7 TOILET FACILITIES

The building shall have fully functional toilet facilities available to SALGA, refurbished or new.

The following norms shall be applied:

Males – staff

- Minimum of one toilet facility with 2- 3 urinary facilities on each floor
- 2-3 hand basin with hot and cold water including a waterproof vanity slab around the basins and a mirror for the full length of the vanity slab and at least 1200mm high.

Females – staff

- Minimum of one toilet with 3 cubicles on each floor
- 2-3 hand basin with hot and cold water including a waterproof vanity slab around the basins and a mirror for the full length of the vanity slab and at least 1200mm high.

People with Disability

Toilet facilities for people with disability (Visitors and Staff) have to be provided for according to National Building Regulations, SANS 0400. It must also be noted that SALGA is committed to provide amenities to people with bodily constraints.

4.2 WATER SUPPLY

The municipal water supply shall be metered separately.

4.3 ELECTRICAL SUPPLY

The power supply shall be metered separately. The installation is to comply with all relevant regulations and by-laws. It must be taken into account that all operational staff at SALGA is equipped with a computer. There are also a number of IT servers and other sophisticated electronic equipment being operated by SALGA. The quality and capacity / KVA of incoming power supply should thus be able to meet SALGA's requirements.

Note:

It must be noted that SALGA will not contribute to any upgrading / provisioning of additional power supply to the building / site.

4.3.1 POWER POINTS

Power points to be provided as per SALGA requirements with the following guidelines:

- Each person will be equipped with one single normal power point and one red dedicated power point.
- Normal power points to be provided for multifunction machines.
- The operations room will be suitably equipped for multifunction machines.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.
-

4.3.2 UPS REQUIREMENTS

SALGA will be responsible for the provision of UPS equipment to ensure that an uninterrupted power supply to all computer equipment will be available.

4.3.3 EMERGENCY POWER SUPPLY

The following areas are to be provided with Emergency power supply:

- Reception Desk
- Security Control room and equipment
- Office of the PEO
- Office of the ICT Officer
- The IT Server Room
- Passages
- Switchboard

4.3.4 LIGHTNING PROTECTION

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations

4.3.5 LIGHTING

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer based work areas.

4.3.6 CONTROL

Each functional area shall have independent control of lights and emergency lights shall comply with the National building regulations.

4.3.7 DATA AND TELEPHONE CABLING

The building should allow for the installation of adequately cabling for the installation of ITC and telephone equipment.

4.4 FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations. SABS 0040 as amended. SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report to be submitted along with all other information regarding Fire compliance.

4.5 VERTICAL MOVEMENTS

4.5.1 STAIRS

Stairs should allow free and easy flow of staff.

4.5.2 LIFTS, HOISTS & ESCALATORS

Taking into account rules TT45 to TT48 as set out in the SA Standard Code of Practice for the Application of the National Building Regulations as issued by the SABS, SALGA requires that if the building offered consists of floors not accessible from ground level by disabled persons, it shall be provided with at least one lift to be utilized as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement or other parking area, the lift shall also serve that area.

The number of lifts required to service functional areas must be sufficient.

All lift buttons to have braille and lifts to have voice announcing lift movements.

It is essential that all lifts are maintained in accordance with the applicable legislation and a certificate of confirmation will be required.

4.6 CARRYING CAPACITY OF FLOORS

Floors to allow a carrying capacity for a normal office environment. Allowance should be made for higher point loads where safes are to be installed.

4.7 ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level that allows people to perform their functions without undue disturbance.

4.8 SECURITY

The proposed building should preferably have a fully functional security and access control system. The system should allow for the safe entering and exiting of SALGA staff, politicians and visitors, a safe working environment and the protection of vehicles and assets.

4.9 ACCESSIBILITY TO THE BUILDING BY DISABLED

The building shall accommodate disabled people and comply with the relevant acts, regulations and municipal by-laws.

5. FINANCIAL

5.1 OPERATIONAL COSTS

SALGA requires details of all the maintenance contracts and costs pertaining to the current operational expenditure for the building for which SALGA may be liable. This must include but is not limited to:

- Windows
- Roofs
- HVAC including cleaning the diffusers inside
- UPS and emergency power maintenance

- Lightning
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Storm water
- Washing the external windows & facades.
- Lifts maintenance
- Cleaning services
- Municipal rates
- Insurance

5.2 RENTAL AND LEASE PERIOD

SALGA will consider a 5 year rental period with an option to renew for a further period. A firm rental price for the first year is required and the escalation for the remainder of the lease period needs to be specified.

5.3 OPTION TO PURCHASE

The Lease Agreement should allow for the option for SALGA to purchase the building at the end of the lease term.

5.4 TENANT INSTALLATION (TI)

The Landlord must specify the TI allowance either in a fixed amount or the equivalent monthly rentals.

6 LEGISLATIVE REQUIREMENTS

As SALGA is a Schedule 3A Public Entity, SALGA needs to operate within all the legislative requirements as contained in the Public Finance Management Act, Treasury Regulations and all other applicable legislation.

7. INFORMATION REQUIRED

7.1 PROPERTY INFORMATION

- Property street address
- Owner's name, address, city, postal code, telephone and fax numbers
- Representative name, telephone and fax numbers
- Details of all partners to this offer

7.2 LAYOUT DRAWINGS

The owner shall provide a detailed layout drawing that includes all areas required for the building to be functional including the usable space listed. Usable space in terms of South African Property Owners Association (SAPOA).

Plant rooms to be positioned in such a way that routine maintenance does not disturb operations or produce unacceptable noises during business hours. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact on the configuration of office layouts.

7.3 FLOOR AREAS

The owner shall provide the floor area as defined by the South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings.

7.4 PROPERTY AREA

The owner shall provide the stand numbers with sizes.

8. STANDARD SPECIFICATIONS

The building shall comply with all the applicable laws and bylaws and at least the following specifications, laws or local authority requirements:

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice
- Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
- The Municipal by-laws and any special requirements of the local supply authority
- The local fire regulations
- The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.

A certificate to this effect must be provided.

9. EVALUATION OF THE PROPOSED BUILDING

SALGA's Political and Administrative Management will view the proposed building to determine its suitability before making a final decision.

10. SUBMISSION

Full details and information of the building offered must be submitted to:

The Chief Financial Officer, SALGA, P O Box 2094, PRETORIA.

11. ADDITIONAL INFORMATION

Any additional information required can be obtained from the scm@salga.org.za or at 012 369 8000

12. EVALUATION METHODOLOGY (matrix)

COST/PRICING

Prospective bidders must provide a quote regarding the office accommodation to be provided for rental with an option to purchase. The cost must be VAT inclusive and should be quoted according to the South African currency (i.e. Rand).

The rental offer must indicate the following details:

- Building,
- Leased Premises,
- Office Space square meters,
- Number of Parking Bays,
- Leased period,
- Beneficial Occupation Date,
- Commencement Date,
- Termination Date,
- Escalation Rate,
- Adjustment Date,
- Monthly Office Rental commencing at R.../square meter (Excluding VAT),
- Monthly Parking Rates (Excluding VAT),

The costs should be quoted according to the South African currency (i.e. Rand).

13. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW WILL RENDER YOUR BID OFFER NON-RESPONSIVE).

- a) The requirement for content of the project proposal" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- b) SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- c) SALGA reserves the right not to make any appointment from the proposals submitted.
- d) Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project without the prior written approval of SALGA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- g) A valid original Tax Clearance Certificate issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered.
- h) Any and all project proposals shall become the property of SALGA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 90 days from the date of submission.
- j) Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- k) SALGA reserves the right not to accept any bid which does not comply with the specifications and conditions set out in the bid documents.

- l) SALGA reserves the right not to award the bid to the bidder that scores the highest points.
- m) Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- n) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- o) All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- p) SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

STANDARD BIDDING FORMS

Completion of the Standard Bidding Documents below stated is mandatory, failure to do so will render your bid offer invalid.

- a) **Preference Points Claim form**
Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.
- b) **Declaration of Interest**
Form SBD 4 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.
- c) **Declaration of past Supply Chain Management Practice**
Form SBD 8 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.
- d) **Certificate of Independent Bid Determination**
Form SBD 9 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.
- e) **Pricing Schedule**
Form SBD 3.3. Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule.
- f) **Supplier Registration Form.**
Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.
- g) **Invitation to Bid**
SBD1 must be completed in full and signed.
- h) An original or certified copy of a valid BBBEE certificate must be submitted together with the bid offer.

14 EVALUATION OF BIDS

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of staff officials of SALGA and possibly other external parties will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended to BBEE).

All proposals submitted will be evaluated on three categories:

- a) Functionality (technical content)
 - b) Price
 - c) B-BBEE status level of contribution
- Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPFA), using the 90/10 split.
 - Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the **minimum threshold value of 60 points**. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.
 - Thereafter, only the qualifying bids are evaluated in terms of the 90/10 preference points systems, 90 points will be used for price only and the 10 points are used for B-BBEE Status Level of Contribution.

The point's breakdown is as indicated below.

For functionality, the following criteria will be applicable and the maximum value of each criterion is indicated as below:

APPLICABLE EVALUATION CRITERIA	WEIGHT
Compliance with National Building Regulation and Occupation Health and Safety Act	25
Location of Offices	25
Compliance with space requirements as well as potential for expansion	25
Proof of Ownership of Building & Property Insurance	15
Current Property Condition Report	10
Total for functionality	100

Bidders who score a minimum score of 60 (threshold) points and above will be considered in phase 2 of the evaluation on pricing and B-BBEE Points.

Phase 2

Price will be converted to 90 using the formula prescribed in the 90/10 points system. The remaining 10 points will be allocated in terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations. Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Summary of the evaluation process:

CRITERIA	WEIGHT
Price	90
B-BBEE status level of contribution	10
TOTAL	100

15 REQUIREMENTS

The following requirements must be strictly adhered to with regard with regard to bidding:

- All bids must contain full colour photographs of the proposed building;
- Complete building specifications must also be provided with the bid documents;
- All SCM documents must be provided.

16 TERMS AND CONDITIONS

- a. SALGA reserves the right to terminate the appointment or any part thereof; at any stage of completion should SALGA decide not to proceed with the project.
- b. Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- c. On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- d. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.

ANNEXURE A

In Addition to the Office requirements as detailed in sec 4.1.2 of the this document the following are detailed specifications in terms of the required Office space

ITEM	DESCRIPTION
Property Type:	Stand Alone
Lease Term:	5 year rental (with an option to purchase and/or renew)
Location:	Mbombela (Preferably Riverside area/or outside CBD)
Site Accessibility:	Public transport accessibility
Building Type:	Three (3) floors
Size of the building:	Minimum of 1300 square meters but the property should allow space for expansion.
Parking:	Minimum 40 parking bays with potential additional parking bays
Security:	As per the specification requirements
Amenities:	As per the specification requirements

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

RFQ NUMBER: SALGA/23/2015 CLOSING DATE: 07 SEPTEMBER 2015 CLOSING TIME: 11:00

DESCRIPTION REQUEST FOR PROPOSALS FOR PROVISION OF OFFICE SPACE FOR SALGA IN MBOMBELA, MPUMALANGA

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Po Box 2094 Pretoria 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 175 Corobay avenue Cnr Corobay & Garsfontein Rd Waterkloof Glen Pretoria 0010

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
FACSIMILE NUMBER CODE NUMBER.....
VAT REGISTRATION NUMBER
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO (IF YES ENCLOSE PROOF)
SIGNATURE OF BIDDER
DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED
TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 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.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	QUOTATION NO.:SALGA/23/2015
CLOSING TIME 11:00 ON 07 SEPTEMBER 2015	

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF REQUEST FOR QUOTATION.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract?
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

South African local Government Association
Nokwanda Msomi
(012) 369 8000

Or for technical information –

Mr. Pieter van Rensburg

Tel: (012) 369 8000

SBD 4

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 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 attach 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 any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not to exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :.....

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider

Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of slate for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

<p>..... SIGNATURE(S) OF BIDDER(S)</p>
--

DATE:.....
 ADDRESS:.....

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	Is the bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	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?	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:		

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

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

Js914w 2



SALGA

South African Local Government Association

**Menlyn Corporate Park – Block B
175 Corobay Avenue
Waterkloof Glen Ext 11
Pretoria
Tel: 012 369 8000**

**APPLICATION FORM TO REGISTER ON THE
SUPPLIER DATABASE OF THE SOUTH
AFRICAN LOCAL GOVERNMENT
ASSOCIATION (SALGA)**

Website: www.salga.org.za

**TO ALL SUPPLIERS SEEKING REGISTRATION AS PREFERRED SUPPLIER OF
GOODS AND SERVICES ON THE PROCUREMENT DATABASE**

All suppliers are herewith invited to register as preferred supplier on the database of South African Local Government Association (SALGA).

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the National Treasury Regulations, SALGAs Supply Chain Management Unit developed a supplier database to be used by SALGA in managing the procurement of various goods and services as required by the organisation from time to time.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit future quotations to SALGA.

It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official application form to assist in registration of your company on our supplier database. **It is imperative that suppliers read the application document carefully, complete it in full and sign it. Also take note of the important notes on page 3 of this information pack.**

When completed this questionnaire, please post them to the following address:

**SALGA
Supply Chain Management Unit
PO Box 2904
Pretoria
0001**

Or alternatively hand delivers to: **SALGA**

**Menlyn Corporate Park Block
B
175 Corobay Avenue
Waterkloof Glen Ext 11
Pretoria
0001**

ATTENTION: SUPPLY CHAIN MANAGEMENT UNIT

IMPORTANT NOTES: PLEASE READ CAREFULLY

- To be completed by **potential Vendors/Suppliers/Service Providers** seeking registration as preferred service provider;
- The application must be completed in **full, be signed and commissioned by** commissioner of oath;
- A **company profile** must accompany the registration form but will **not be accepted as substitute**
- for the application form – all fields on application form **MUST** be completed by applicant;
- It should be noted that the **SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA)** reserves the right to accept or reject any quotation or application **without being obliged to give any reasons** in this respect;
- Vendors/Suppliers/Service providers will only **be notified** whether application was accepted or not upon request;
- Prospective service provider must provide all the information required - **failure to do so** will result in the application being rejected.

Please attach the following documentation and/or information:

Valid original Tax Clearance Certificate

Certified Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement

Company PROFILE

A copy of the last three audited financial statements where applicable

Copies of SABS or any other rating or accreditation certificates where applicable.

1. SUPPLIER DETAILS

Registered Name of the company:

Trading name of the company:

Company/ Close Corporation
Registration Number:

VAT Registration Number:

Income Tax Reference Number:

Telephone Number:

Fax Number:

Name of Contact Person:

Contact numbers Cell:

Business Physical Address:

Postal Address:

Web Address:

E-mail Address:

TYPE OF FIRM (Please the relevant box or boxes)

Public Company (Ltd)

Private Company (Pty) Ltd

Closed Corporation (CC)

Sole Proprietor

Partnership

Trust

Section 21 Company

Government/ Parastatals

Joint Venture

Consortium

Other, (Specify)

PARTICIPATION CAPACITY (Please the relevant box or boxes)

Prime Contractor

Sub-Contractor

Supplier

Services including Professional

Manufacturer

Repairer

ISO Listed

Importer

Exporter

Distributor

Sales

BUSINESS SECTOR (Please the relevant box or boxes)	
Agriculture	
Mining and Quarrying	
Manufacturing	
Electricity, Gas and Water	
Construction	
Retail and Motor trade	
Wholesale trade, commercial and other trade	
Catering, accommodation and other	
Transport, storage and other trade	
Communications	
Finance and Business Services	
Repair/Allied Services	
Commercial Agents	
Community and Social Services	
Personal Services	
Other, (Specify).....	
SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please the relevant box)	
Micro	
Very Small	
Small	
Medium	
Large	
TURNOVER:	
TOTAL NUMBER OF EMPLOYEES (Please the relevant box and state the number)	
Full Time	Number:
Part Time	Number:
PLEASE INDICATE THE LEVEL OF OWNERSHIP OF YOUR ORGANISATION BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IN THE FORM OF A PERCENTAGE:	
I.e. Individuals who, being South African citizens, are socially and economically disadvantaged by the legacy of the South African political dispensation prior to April 28 1994.(Please state the actual percentage)	
HDI % OWNERSHIP	
0 – 9%	
10 % - 19 %	
20 % - 29 %	
30% - 39%	
40% - 49%	
50% - 59%	
60% - 69%	

70% - 79%	
80% - 89%	
90% - 100%	

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING (In decision Making)

LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS OWNERSHIP INTEREST IN ANOTHER FIRM

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	NAME OF COMPANY	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING RIGHTS (In decision Making)

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLE	% TIME SPEND AT OFFICE

LIST ALL THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED/LEASED BY THE FIRM

ITEM DESCRIPTION	QUANTITY	OWNED OR LEASED	ESTIMATED CURRENT VALUE	MONTHLY RENTAL OR LEASE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS

ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMALE)	DISABLED (YES/ NO)
----------	------------------	------	----------------------	--------------------

FINANCING DECISIONS

Cheque Signing				
Acquisition of lines of credit				
Sureties				
Major Purchase or Acquisition				
Signing of Contract				

MANAGEMENT DECISION

Estimating				
Marketing and Sales Operation				
Hiring & Firing of Management				
Supervision of Office Personnel				
Supervision of Field/ Production Activities				

BUSINESS REFERENCES FOR PREVIOUS PROJECTS IN THE LAST THREE (3) YEARS

Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract	R	Date:		
Description of Work				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract	R	Date:		
Description of Work				

LIST 3 OF YOUR MAIN CLIENTS BELOW

Client 1			
Rand Value per annum	R	% Turnover	
Contact Person		Telephone	

Client 2			
Rand Value p/a(per.annum)	R	% Turnover	
Contact Person		Telephone	
Client 3			
Rand Value p/a		% Turnover	
Contact Person		Telephone	
GENERAL			
1. Did the firm exist under a previous name? YES/ NO			
If YES, what was its previous name?			
2. Does your company or any of its employees have a vested interest in SALGA, If so, state the details of such vested interest.			
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of SALGA or has been in the service of SALGA in the previous twelve months;			
4. At what % of full capacity are you operating?			
5. What percentage of work, directly/indirectly, is currently for SALGA			
6. What was your average turnover (excluding VAT) during the previous three financial years?			
7. Have you previously been on an approved supplier list with SALGA? (If yes, give details, i.e. when and for what)			
8. Who are your present material / equipment suppliers?			
9. Does your company have an after hour service policy? If yes, give details)			
10. Are warranties offered on new items / repairs etc? (If yes, state particulars)			
11. Does your company have overdraft facility and when was it last adjusted?			
R			
Last Adjusted date:		Used: R	

BEE CERTIFICATION

LEVELS	Tick
1	
2	
3	
4	
5	
6	
7	
8	
9	

BANKING DETAILS

I/we hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **SALGA** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name: _____

Name of Bank: _____

Branch Code & Name: _____

Account Number: _____

Type of Account: Cheque Savings Transmission

(Certified as correct by: Bank Details)

Name and Surname: _____

Signature: _____

Designation: _____

Tel number: () _____

Fax number: () _____

DATE STAMP OF BANK

I/We the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest should be declared in writing
- An official SALGA purchase order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

NAME AND SURNAME

SIGNATURE
(DULY AUTHORISED TO SIGN)

ON BEHALF OF
(Name of Organization)

ADDRESS

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

TELEPHONE NUMBER

.....

DATE

.....

COMMISSIONER OF OATH:

SIGNATURE:

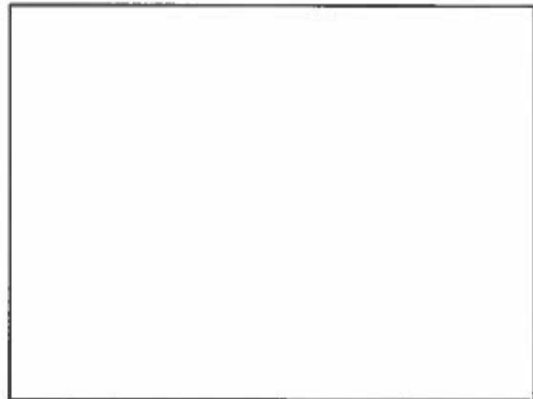
.....

DATE:

.....

STAMP:

(Failure of not having a stamp and signed by a Commissioner of Oath will invalidate your application)



Annexure 1

2. LIST OF PRODUCTS/SERVICES OFFERED: PLEASE SPECIFY AS BELOW:

2.1.1 ACCOUNTING, AUDITING AND FINANCE SERVICES

(Please indicate the services offered as indicated below), services not indicated must be specified under other.

DISCIPLINE NAME	Tick
FINANCIAL ACCOUNTING	
FORENSIC AUDIT	
AUDITING	
MANAGEMENT ACCOUNTING	
ASSETS MANAGEMENT	
FINANCIAL RISK MANAGEMENT	
DEBT COLLECTORS	
ACTUARIAL VALUATIONS	
LAND AND BUILDING VALUATIONS	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.2 SUPPLY CHAIN MANAGEMENT SERVICES

DISCIPLINE NAME	Tick
SUPPLY CHAIN CONSULTANTS/SPECIALISTS	
SUPPLY CHAIN SYSTEM DEVELOPMENT	
SUPPLY CHAIN BENCHMARKING	
SUPPLY CHAIN BUSINESS PROCESSES DEVELOPMENT & INTEGRATION	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.3. FACILITIES MANAGEMENT SERVICES

DISCIPLINE NAME	Tick
AIR CONDITIONING SERVICES & REPAIRS	
ARCHITECTS	
AUCTIONEERS	
BUILDING CONTRACTORS	
CIVIL ENGINEERS AND STRUCTURAL ENGINEERS	
CONSTRUCTION EQUIPMENTS	
ELECTRICAL CONTRACTORS	
FACILITIES MANAGEMENT AND BUILDING SYSTEMS	
INDUSTRIAL ENGINEERS	
PLUMBING SERVICES	
ELECTRICAL SERVICES	
INTERIOR DESIGNERS	
QUANTITY SURVEYORS	
REFRIGERATION CONTRACTORS	
SPECIALIST CONSULTING ENGINEERS	
STRUCTURAL CABLING	
GENERAL BUILDING & OFFICE MAINTENANCE	
OFFICE REMOVAL	
ASSETS MANAGEMENT	
TELECOMMUNICATION SYSTEMS ENGINEERS	
LEASING SERVICES	
ACCESS CONTROL SERVICES	
STORAGE SERVICES	
SAFES AND SAFE REMOVALS	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.4. HUMAN RESOURCES

Please indicate the services offered as indicated below)

DISCIPLINE NAME	Tick
WELLNESS SERVICES	
RECRUITMENT, SELECTION & PLACEMENTS	
HR RESEARCH & SURVEYS	
TRAINING & DEVELOPMENT	
LABOUR RELATIONS ; FACILITATOR, MEDIATORS & ABITRATORS	
POLICY DEVELOPMENT	
FIRST AID KIT	
TRANSCRIPTION SERVICES	
OCCUPATIONS HEALTH AND SAFETY SERVICES	
PAYROLL ADMINISTRATION	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.5. COMMUNICATION, MARKETING & CORPORATE SERVICES

DISCIPLINE NAME	Tick
ADVERTISING SERVICES	
CORPORATE PRINTING SERVICES	
MEDIA CAMPAIGNS	
REPUTATION & STAKEHOLDER MANAGEMENT	
GRAPHIC DESIGNS	
EVENT MANAGEMENT	
PROMOTIONAL AND BRANDING SERVICES	
PHOTOGRAPHY AND VIDEOGRAPHY	
PUBLISHING SERVICES	
EXHIBITION SERVICES	
TRANSLATION SERVICES	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.6. IT SERVICES

(Please indicate the services offered as indicated below)

DISCIPLINE NAME	Tick
COMPUTER SOFTWARES	
LICENSING	
PROGRAMMING	
IT SYSTEMS & DEVELOPMENT	
IT CONSUMABLES	
IT EQUIPMENT	
IT REPAIRS	
OFFICE AUTOMATION SERVICES	
OTHER (please specify)	

2.1.7. ADVISORY SERVICES

(Please indicate the services offered as indicated below)

DISCIPLINE NAME	Tick
TRANSACTION/COMMERCIAL ADVISORS	
STRATEGIC ADVISORS	
CORPORATE LEGAL SERVICES	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.8. OPERATIONS SERVICES

DISCIPLINE NAME	Tick
SECURITY SERVICES	
OFFICE CLEANING SERVICES	
PEST CONTROL SERVICES	
OFFICE REMOVAL SERVICES	

DISCIPLINE NAME	Tick
DOCUMENT FILING SERVICES	
OFFICE PLANT SERVICES AND MAINTENANCE	
CORPORATE CLOTHING	
OTHER (please specify)	

Please provide specifics for each discipline chosen

2.1.9. GENERAL SERVICES

SERVICES	Tick
STATIONERY	
CORPORATE PRINTING –business cards, annual reports, folders and letterheads	
CORPORATE GIFTING	
CATERING	
LOCKSMITH	
CORPORATE GIFTS	
CATERING	
FURNITURE AND OFFICE EQUIPMENT i.e. desks, workstation, chairs,	
VENUE HIRE	
SHUTTLE SERVICES	
FLORISTS , OFFICE FLOWERS & GIFT HAMPERS	
COURIER SERVICES	
DISC JOCKEYS (DJ S)	
LOCKSMITHS SERVICES	
DOCUMENT FILING SERVICES	
OFFICE PLANTS SERVICES & MAINTENANCE	
OTHER (please specify)	

Please provide specifics for each discipline chosen

FOR OFFICE USE ONLY	EMP NO	SIGN
RECEIVED BY:		
APPLICATION COMPLETE: YES / NO		
IF NO, WAS SUPPLIER INFORMED?		
CAPTURED BY:		
VENDOR NO:		