



Knysna Municipality is inviting quotations from suitable service providers for the services described below. Category – Electrical

(For publication on the Knysna Municipality website & notice boards)

| | |
|---|---|
| ADVERTISEMENT DATE: | 7 July 2015 |
| RFQ NUMBER: | 05/2015/16 |
| DESCRIPTION OF GOODS/SERVICES: | Supply and delivery of Electrical material |
| RFQ DOCUMENTS ARE OBTAINABLE FROM: | Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations) |
| CLOSING DATE: TIME: | Thursday 16 July 2015 12h00 |
| SUBMISSIONS: | Sealed quotations clearly marked, “ RFQ 05/2015/16: Supply and delivery of Electrical material ”, can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time. |
| COMPULSORY REQUIREMENTS: | KMBD6.1 forms must be completed. |
| TECHNICAL ENQUIRIES: | Department : Stores Contact Person : Patric Claasen E-mail : pclaasen@knysna.gov.za Tell : 044 302 6362 |

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted.
- The Municipality will issue a “call off” order for the estimated amount and requirements will be drawn against this as and when required.
- The intention of this quotation will be to reduce own stock levels. Minimum stock levels will be kept on these items and it will be expected from the supplier to be in a position to provide the required stock within short timeframes at no additional cost to the Municipality.
- Stock must be available as and when required.
- Invoices will be paid on a monthly basis. Invoices must be e-mailed to jcordier@knysna.gov.za as well as rbouwer@knysna.gov.za
- All invoices and statements must reflect the order number.
- Bidders must insist on an Official order.
- Only an official order and appointment letter will bind the Council.

**MUNICIPAL MANAGER
GS EASTON**

RFQ 05/2015/16

SPECIFICATIONS

This quotation calls for the **supply and delivery** of electrical material at the Knysna Municipal Stores.

PRICING SCHEDULE

| DESCRIPTION | PRICE EXCLUDING |
|---|------------------------|
| 30 Amps SFM1-G3 Curve2 | |
| 60 Amps SFM1-G3 Curve2 | |
| 80 Amps SFM1-G3 Curve2 | |
| Breaker Circuit JSI0 175 Amp | |
| Breaker Circuit 200 amps LY & JSO | |
| Breaker Circuit 60 Amps SFM3-G3 Curve 2 | |
| Breaker Circuit 80 Amps SFM3-G3 Curve 2 | |
| Breaker Circuit 30 Amps SFM3-G3 Curve 2 | |
| Tape Cable Marketing Per Roll (Orange Scull & Bone) | |
| Ferrules Crimping 2.5mm | |
| Ferrules Crimping 4mm | |
| Ferrules Crimping 6mm | |
| Ferrule Crimping 10mm | |
| Ferrules Crimping 16mm | |
| Ferrules Crimping 25mm | |
| Ferrules Crimping 35mm | |
| Ferrules Crimping 50mm | |
| Ferrules Crimping 70mm | |
| Ferrules Crimping 95mm | |
| Ferrules Crimping 120mm | |
| Gland & Shroud No.1 | |
| Gland & Shroud No.2 | |
| Gland & Shroud No.3 | |
| Gland & Shroud No.4 | |
| Gland & Shroud No.5 | |
| Gland & Shroud No.6 | |
| Lugs Crimp 35mm x 10mm Hole | |
| Lugs Crimp 70mm x 10mm Hole | |
| Lugs Crimp 120mm x 12mm Hole | |
| Lugs Crimp 70mm x 12mm Hole | |
| Lugs Crimping 95 x 12 mm | |
| Fitting Str/Light CFL-57 E/Sav | |
| Lugs Crimping 16 x 6 mm Hole | |

| | |
|---|--|
| Floodlights 2000 watt Metal Halide | |
| 400 watt Sodium HP | |
| Lamps CFL PL-T/4P 57W/840 PHI | |
| Ready Boards Complete | |
| Cable Ties 148 x 3.5mm T30R | |
| Cable Ties 198 x 4.7mm T50R | |
| Cable Ties 305 x 4.7mm T50I | |
| Cable Ties 388 x 4.7mm T50L | |
| Cable Ties 388 x 7.8mm T120R | |
| Circuit Breakers | |
| LB20N Complete with 4 Phase Barriers & Mounting Hardware | |
| 300 Amp x 2 Mixed Load | |
| 400 Amp x 1 Mixed Load | |
| 500 Amp x 1 Mixed Load | |
| J255 Complete with 4 phase Barriers & Mounting Hardware Mixed Load | |
| 125 Amp | |
| 150 Amp | |
| 175 Amp | |
| 200 Amp | |
| 225 Amp | |
| 250 Amp | |
| QF Range 6KA Curve Standard Circuit Breakers-White Handle | |
| QF-1(26) White handle 240 Volt AC: | |
| 5 Amp | |
| 30 Amp | |
| 60 Amp | |
| 80 Amp | |
| QF-3(26) White Handle 415Volt AC | |
| 30 Amp | |
| 60 Amp | |
| 80 Amp | |
| 100 Amp | |
| Lighting Arrestors | |
| Coastal Spec – Gapless Metal Oxide with a 10 KA Discharge Currant to be supplied complete with disconnecting device flexible earth lead, insulating bkt, bolt, nut, serrated washer and 3 flat washers. | |
| 22KV | |
| 11KV | |
| Insulators – Coastal Distribution Insulators | |
| 22KV Strain Insulators complete with thimble clevis and pins | |

| | |
|--|--|
| Cycloaliphatic 51/33/40 CT | |
| Long Rod brown glazed porcelain EP320/02 | |
| Long Rod Silicon Rubber Clevis & tongue | |
| Long Rod Silicon Rubber Ball & Socket | |
| 11KW Strain Insulators complete with thimble clevis and pins | |
| Cycloaliphatic 51/22/40 CT | |
| Long Road brown glazed porcelain EP320/01 | |
| Capped line post Insulators complete with nuts, bolts & washers | |
| 22 kV LPIS/22 Cycloaliphatic | |
| 22 kV EP 472 Brown glazed porcelain | |
| 11 kV LPIS/11 Cycloaliphatic | |
| 11 kV EP477 Brown Glazed porcelain | |
| Disc Insulators | |
| 11 kV Disc insulator 70 KN Porcelain | |
| 11 kV Disc insulator 70 KN Glass | |
| HRC-(High Rupturing Currant) with Striker pin porcelain | |
| HRC 100 Amp | |
| HRC 80 Amp | |
| HRC 63 Amp | |
| HRC 40 Amp | |
| HRC 25 Amp | |
| HRC 20 Amp | |
| HRC 10 Amp | |
| Drop out Fuses (Expulsion) | |
| 22KV Cycloaliphatic | |
| 22KV Silicon | |
| 11KV Cycloaliphatic | |
| 11KV Silicone | |
| Link fuses | |
| 40 Amp | |
| 30 Amp | |
| 20 Amp | |
| 15 Amp | |
| 10 Amp | |
| 5 Amp | |
| 3 Amp | |
| Flying Fuses | |
| Ceramic 5 Amp-15 Amp | |
| Ceramic 15 Amp-30 Amp | |
| Ceramic 30 Amp-60 Amp | |
| PVC Sleeves | |

| | |
|--|--|
| 160mm Diam x 600m | |
| 110mm Diam x 600m | |
| Joints – Isotech (or similar) through Joints-22KV | |
| Cu 95mm ² x 3 | |
| Cu 120mm ² x 3 | |
| Cu 150mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Al 185mm ² x 3 | |
| Al 240mm ² x 3 | |
| Al 300mm ² x 3 | |
| Raytech (or similar) through joints-22KV | |
| Cu 95mm ² x 3 | |
| Cu 120mm ² x 3 | |
| Cu 150mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Al 185mm ² x 3 | |
| Al 240mm ² x3 | |
| Al 300mm ² x3 | |
| 11KV Cat Iron Joint Boxes | |
| Joint Box 1001 | |
| Joint Box 1002 | |
| Joint Box 1003 | |
| LV Cable Joint Kits | |
| P1 | |
| P2 | |
| P3 | |
| P4 | |
| P5 | |
| P6 | |
| Cable Strapping | |
| 20mm Bandit Strapping Soft (30m each) | |
| 13mm Bandit Strapping Soft (30m each) | |
| Line Taps | |
| Line Taps M0 0 80mm | |
| Line Taps M0 0 50mm | |
| Line Taps M0 2 35mm | |
| Line Taps M0 4 25mm | |
| Kiosks | |
| Glass Fibre 35mm distribution kiosks, double door including root and Din Rail but excluding meters & CB's | |
| 6 Way | |
| 9 Way | |
| 12 Way | |

| | |
|---|--|
| 3CR12 (Steel sheet) distribution kiosk, double door including root and 35mm Din Rail but excluding meters & CB's | |
| 6 Way | |
| 9 Way | |
| 12 Way | |
| Streetlight Poles-Hollow concrete with 5Amp Circuit Breaker fitted in Access opening and with cable entry hole | |
| 7.2m | |
| 5.2m | |
| Streetlight Fittings | |
| 125 watt street high impact aerylic bowl with IP 66 Rating in the lamp compartment. | |
| 125 watt Bottom Entry Spigot | |
| 125 watt Side Entry Spigot | |
| 250 Watt HP Sodium Streetlight fitting with heat tempered glass with an IP66 Rating in the lamp compartment. | |
| 250 watt HP sod Bottom entry Spigot | |
| 250 watt HP sod Side Entry Spigot | |
| Lamp Holders | |
| 125 watt MV Porcelain E40 | |
| 250 watt MV Porcelain E40 | |
| 125 Watt Post Top Streetlight fitting, high pressure injection moulded with high impact acrylic diffuser. Must be dust and moisture proof with IP66 rating | |
| 125 watt Post Top | |
| 125 watt Post Top Green | |
| Lamps | |
| 125 watt MV Lamps | |
| 250 watt HP Sod Lamps | |
| 250 watt Metal Halide lamp | |
| 400 watt Metal Halide lamp | |
| 2000 watt Metal Halide lamp | |
| Ballasts | |
| 125 watt MV | |
| 250 watt HP Sodium | |
| 250 watt Metal Halide | |
| 400 watt Metal Halide | |
| 2000 watt Metal Halide | |
| Wire | |
| House wire 2.5mm Black | |
| House Wire 2.5mm Red | |
| Cab tire 3c x 1.5mm | |
| Illumination Wire | |

| | |
|---|--|
| Terminations – Indoor termination Heat Shrink Raytech (or similar) Kits 22KV | |
| Cu 95mm ² x 3 | |
| Cu 120mm ² x 3 | |
| Cu 150mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Cu 240mm ² x 3 | |
| Cu 300mm ² x3 | |
| Outdoor pole mounted heat shrink Raytech (or similar) Kits – 22KV | |
| Cu 95mm ² x 3 | |
| Cu 120mm ² x 3 | |
| Cu 150mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Cu 185mm ² x 3 | |
| Cu 240mm ² x 3 | |
| Cu 300mm ² x3 | |
| Miscellaneous | |
| Silica Gel Blue | |
| SA 90 Breather | |
| SA 100 Breather | |
| 25Kg Buckets | |
| Wiping Metal Sticks | |
| Cable Compound 12,7kg Buckets | |
| PVC Saddles | |
| 20mm | |
| 25mm | |
| 50mm | |
| Daylight switches 10 Amp | |
| Insulation Tape | |
| Blue | |
| Red | |
| Black | |
| White | |
| 11KV Link Stick Round 30 ft. extended | |
| Insulating Rubber Gloves | |
| 1000 v Rubber Gloves Size 10 | |
| 1000 v Rubber Gloves Size 11 | |
| Earthing Kits | |
| M16 x 1200mm | |
| M16 X 1500MM | |
| Miscellaneous | |
| 220v Contactors | |

| | |
|--|--|
| Cable Airdac CNE 10mm ² No Pilot wires | |
| House service Connections | |
| Pigtail Screws M10 x 150mm | |
| LV Service Dead Ends 10mm – 16mm | |
| Polybox Type AP1 Pole mount enclosure- Equipped as follows: | |
| 2 rows Din Rail | |
| S/Steel Pole mount brackets | |
| 13 x No. 0/1 UPVC glands | |
| 4 x 2.5 meter 16mm PVC tails | |
| Insulating Piercing Connectors | |
| Main 16 – 95mm ² ; Tap 4 – 35mm ² | |
| PMT Boxes | |
| Connectors-Strip connectors 12 Way | |
| 5 Amp | |
| 16 Amp | |
| 32 Amp | |
| End Connectors | |
| Size No 2; 10mm | |
| Size No 3; 13,5 x 9.5mm | |
| Size No 4; 14.5 x 15.7 | |

DELIVERY:

Knysna Municipal Stores
Fechter Street
Knysna Industrial

Contact Details of Tenderer

The name of the Tenderer is

The name of the contact person is

The address of the Tenderer is:

Telephone: _____

Facsimile: _____

E-mail: _____

Address (physical): _____

Address (postal): _____



KMBD 6.1

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 not to exceed R200 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 **“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 “**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;
- 2.16 “**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
- 2.17 “**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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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.

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 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm :

8.2 VAT registration number :.....

8.3 Company registration number :

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 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 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

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

KMBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or

(f) An employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|------------------|------------------------|------------------------------|
| | | |
| | | |
| | | |
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Signature

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Date

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Capacity

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Name of Bidder