



Knysna Municipality is inviting quotations from suitable contractors for the services described below. Category: Contractors CIDB

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

| | |
|---|--|
| ADVERTISEMENT DATE: | 25 Nov 2016 |
| RFQ NUMBER: | 106/2016/17 |
| DESCRIPTION OF GOODS/SERVICES: | DEMOLITION OF BUILDINGS ON ERF 121, KARATARA |
| 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: | Friday 09 Dec 2016 12:00 |
| SUBMISSIONS: | Sealed quotations clearly marked, “ RFQ 106/2016/17: DEMOLITION OF BUILDINGS ON ERF 121, KARATARA ”, 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: | Only contractors with a CIDB grading of 1 SE or higher will be eligible to submit a tender. Compulsory site inspection: Thursday 01 Dec 2016, 10:00 at, erf 121 Karatara. Proof of registered asbestos removal certificate must be attached with RFQ submission. |
| TECHNICAL ENQUIRIES: | Contact Person : Renwill Hardnick Email : rhardnick@knysna.gov.za Tell : 044 302 6446 |
| The following conditions will apply: | |
| <ul style="list-style-type: none"> • 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 • Only an Official order and appointment letter will bind the Council. | |

**ACTING MUNICIPAL MANAGER
B ELLMAN**

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form.

Enquiries may be directed to: nmlisana@knysna.gov.za



RFQ 106/2016/17: DEMOLITION OF BUILDINGS ON ERF 121, KARTARA

SCOPE OF WORKS:

1. DESCRIPTION OF WORKS

1.1 Employer's objectives:

- The employer wishes to demolish the buildings on erf 121, Karatara, for which a demolishing certificate has been obtained from the Knysna Municipality.

1.2 Overview of the works:

- This Section specifies the labour, materials, equipment, and incidentals required for the demolition, relocation, and/or disposal of all structures, building materials, equipment, and accessories to be removed and as specified herein.
- There may be existing and active storm water, wastewater, water, and other facilities on site as indicated on the Drawings. It is essential that these facilities, when encountered, remain intact and in service during the proposed demolition. Consequently, the Contractor shall be responsible for the protection of these facilities and shall diligently direct all his activities toward maintaining continuous operation of the existing facilities and minimizing operational inconvenience. Setting out of the site, controlling of traffic, use of road construction signs and notifying all parties that will be affected by the works.

1.3 Demolition generally includes:

- Mechanical and electrical equipment related to complete demolition and removal of the building, and the Work as shown on the Drawings and specified herein.
- Complete demolition and removal of all above and below ground structures, concrete slabs and foundations, roof sheets, super structure vaults, and underground utilities (water, wastewater, electrical, etc.) as shown on the drawings and specified herein.
- All material, equipment, rubble, debris, and other products of the demolition shall become the property of the Contractor for his disposal off-site in accordance with all applicable laws and ordinances at the Contractor's expense. The sale salvageable materials by the Contractor shall only be conducted off-site.
- The Contractor shall examine the various drawings, visit the site, determine the extent of the Work, the extent of work affected therein, and all conditions under which he is required to perform the various operations.
- The Contractor shall fill and compact all voids left by the removal of pipe, structures, etc. with materials described herein to a grade that will provide for positive drainage of the disturbed area to drain run-off in direction consistent with the surrounding area. The Contractor shall provide all fill materials to the site as needed. Compaction of fill shall match the compaction of adjacent undisturbed material.

1.4 QUALITY ASSURANCE

- Permits and Licenses: Contractor shall obtain all necessary permits and licenses for performing the Work and shall furnish a copy of same to the Building Control Officer prior to commencing the Work. The Contractor shall comply with the requirements of the permits.
- Notices: Contractor shall issue written notices of planned demolition to relevant departments of Knysna Municipality owning utility conduit, wires, or pipes running to or through the project site. Copies of said notices shall be submitted to the Building Control Officer.
- Utility Services: Contractor shall notify utility companies and relevant departments of Knysna Municipality furnishing gas, water, electrical, telephone, or sewer service to remove any equipment in the structures to be demolished and to remove, disconnect, cap, or plug their services to facilitate demolition.
- Contractor shall notify the Building Control Officer in writing prior to beginning any demolition work.

1.5 SITE CONDITIONS

- Prior to demolition, the Contractor shall obtain written verification from the utility owner(s) that the existing utilities, including storm water, wastewater, and/or water facilities, are not operational and are ready for demolition.
- Knysna Municipality assumes no responsibility for the actual condition of the structures to be demolished or relocated.
- Conditions existing at the time of compulsory site inspection needs to be taken into account when tender price is submitted.
- No additional payment will be made for any extra work not allowed for in terms of the tender price.
- The contractor must take steps to prevent the release of asbestos into the environment.

1.6 RESTRICTIONS

- No building, tank or structure, or any part thereof, shall be demolished until an application has been filed by the Contractor with the Building Control Department and a permit issued if a permit is required. The fee for this permit shall be the Contractor's responsibility. Demolition shall be in accordance with applicable provisions of the National Building Regulation Act 103 of 1977.
- No explosives shall be used at any time during the demolition. No burning of combustible material will be allowed.

1.7 TRAFFIC AND ACCESS

- Conduct work to ensure minimum interference with on-site and off-site roads, streets, sidewalks, and occupied or used facilities.
- Special attention is directed towards maintaining safe and convenient access to the existing facilities remaining in operation by plant personnel and plant associated vehicles, including trucks and delivery vehicles.
- Do not close or obstruct streets, sidewalks, or other occupied or used facilities without permission from the Local Authority. Provide alternate routes around closed or obstructed traffic in access ways.

1.8 PROTECTION

- Conduct operations to minimize damage by falling debris or other causes to adjacent buildings, structures, roadways, other facilities, and persons. Provide interior and exterior shoring, bracing, or support to prevent movement or settlement or collapse of structures to be demolished and adjacent facilities to remain.

1.9 DAMAGE

- Promptly repair damage caused to adjacent facilities by demolition operations as directed by the Knysna Municipality at no cost to the Knysna Municipality.

1.10 EXTERMINATION

- If required, before starting demolition, the Contractor shall employ a certified rodent and vermin exterminator and treat the facilities in accordance with governing health laws and regulations. Any rodents, insects, or other vermin appearing before or during the demolition shall be killed or otherwise prevented from leaving the immediate vicinity of the demolition work.

1.11 POLLUTION CONTROL

- For pollution control, use water sprinkling, temporary enclosures, and other suitable methods as necessary to limit the amount of dust rising and scattering in the air to the lowest level of air pollution practical for the conditions of work. The Contractor shall comply with the governing regulations.
- Clean adjacent structures and improvements of all dust and debris caused by demolition operations as directed by the Local Authority. Return areas to conditions existing prior to the start of Work.

1.12 ASBESTOS

- The demolition work to be carried out by a person/contractor who is a registered asbestos contractor. **Asbestos removal registration certificate must be attached with RFQ submission.**
- All asbestos materials likely to become airborne must be identified.
- A plan of work is to be submitted for approval at least 30 days prior to the commencement of that work to an approved asbestos inspection authority who may at its discretion allow a shorter period of time for such submission and may approve standardised procedures for routine alterations or repairs: Provided that the stipulated time period shall not apply if the plan of work is drawn up by an approved asbestos inspection authority.
- A copy of the approved plan of that work, which has been signed by the approved asbestos inspection authority, the employer and, if the person performing that work is not the employer or self-employed person, the mandatory of the employer or self-employed person, is submitted to the provincial director at least 14 days prior to commencement of such demolition work: Provided that an inspector may allow a shorter period for such submission.

- Copies of approved standardised procedures for demolition work are submitted to the provincial director at least 14 days prior to commencement of that work; and
 - All asbestos and materials containing asbestos are to be handled and disposed of in accordance with the Asbestos regulations, 2001.
 - All persons exposed to or likely to be exposed to asbestos are issued with appropriate personal protective equipment and that such equipment is used properly.
 - The premises, structure or area are thoroughly checked to ensure that all asbestos waste has been removed.
- Approval of transportation and storing of asbestos to accredited waste facility in terms in accordance with the Asbestos regulations, 2001 to be submitted.
- Copies of all approvals to be submitted to Knysna Municipality, Property Department.

2. CONSTRUCTION

2.1 Work specifications

2.2.1 The following SABS 1200 & 10400 specifications for civil engineering construction and building regulations are applicable:

- SABS 1200 AA : General (small works)
- SABS 1200 C : Site Clearance
- SABS 1200 D : Earthworks (small works)
- SABS 10400 : Demolition Work (PART E)
- SABS 10400 : Site Operations (PART F)

2.2 Construction Programme

- The program to be submitted by the contractor in terms of the General Conditions of Contract 2010 shall be in the form of a bar chart with a horizontal time scale and shall clearly show all significant activities, the duration of all activities, the interdependencies (if any) of activities and critical path of the overall programme, clearly related to the items or groups of item in the bill of quantities and indication the quantity of work that will be completed each day.

2.3 Extension of time

- The contractor shall make allowance for the average rainfall and windy conditions that records show are likely to occur during the contract period. All necessary steps shall be taken to proceed with the works despite inclement weather. The contractor shall however record all rainy and windy periods which adversely affect the contract. Contractor will be held responsible to make provision for an expect rain delay of 3 days in to his programme.

2.4 Construction Method

- The construction method to be used is of light machinery and small trucks to remove all debris from site as set out in demolition certificate.

- **2.5 Payment**

- Payment will be paid in full on completion of work and needs to be sign off by the Building Control Officer on completion.
- No additional fees will be paid only the amount agreed amount as appointment letter will be paid tender amount needs to include vat.

- 2. **Items to be price in terms of bill of quantities**

- 3. **Roof** - Removal of asbestos roof sheets

Trusses and perlins including wall plate

| ITEM NO. | DESCRIPTION | AMOUNT EXCL VAT |
|----------|--|-----------------|
| 1 | Hoarding to be erected around the building to limit access and dust pollution. Material to be used shade | |
| 2 | OHS and traffic control | |
| 3 | Disconnect and make good existing services | |
| | [a] Water | |
| | [b] Electricity | |
| | [c] Sewerage/Septic tenk | |
| 4 | Strip material | |
| 5 | Breakdown walls and concrete reinforced walls | |
| 6 | Demolish floor slabs and concrete footing | |
| 7 | Safely removal of the asbestos roof sheets | |
| 8 | Extermination | |
| 9 | Pollution control | |
| 10 | Removal of all building rubble | |
| | | |
| | | |
| | SUBTOTAL | |
| | VAT (IF VAT REGISTERED) | |
| | TOTAL | |



H. Smit
ERF 121 Karatara
Collab: 577838

TEL: 044 302 6319

2016-09-27

Dear Sir/Madam

PERMISSION FOR DEMOLITION ON ERF 121 KARATARA

We refer to your letter dated 09 September 2016

You are hereby granted permission to demolish the existing structures as indicated on the memo and on the sketches subject to the following:

1. The NBR Act 103 of 1977 Regulations E and F must be complied with
2. You may not remove any trees that are protected or are on the municipal property
3. Properties, pedestrians and vehicles around the site must be protected at all times. Council reserves a right to insist that a screen be placed around the site should it be deemed necessary
4. You must comply with OHS Act 1993, Construction Regulations, 2003 Regulation 12
5. Council is under no obligation to receive excess building rubble
6. The issuing on this permission does not imply any building plan approval.

Should you have any further queries, kindly contact the Acting Building Control Officer, Ms. Siphokazi Qusheka at 044 302 6326; email squsheka@knysna.gov.za during office hours.

Yours faithfully,



CFB MATTHEUS
ACTING MUNICIPAL MANAGER
/s/

Contact Details of Tenderer

| | |
|--|--|
| Knysna Municipality Supplier number | |
| CSD Supplier number | |
| CSD Unique Registration Reference Number | |
| The name of the Tenderer: | |
| The name of the contact person: | |
| The address of the Tenderer: | |
| Telephone: | |
| Facsimile: | |
| E-mail: | |
| Address (physical): | |
| Address (postal): | |
| Signature: | |
| Date: | |

MBD 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:

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

Where

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = 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) |
|-----|---|--|--|
| 5.2 | 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 |

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:

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

| | |
|---|--|
| 6.1.2.1 B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate | |
| 6.1.2.2 Points claimed in respect of Level of Contribution (maximum of 10 or 20 points) | |

Points claimed in respect of paragraph 6.1 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

7. SUB-CONTRACTING

| | | | | |
|---|-----|--|----|---|
| 7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i> | YES | | NO | |
| 7.1.1. If yes, indicate: | | | | |
| 7.1.1.1. what percentage of the contract will be subcontracted? | | | | % |
| 7.1.1.2. the name of the sub-contractor? | | | | |
| 7.1.1.3. the B-BBEE status level of the sub-contractor? | | | | |
| 7.1.1.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i> | YES | | NO | |

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 (Tick Applicable Box) | Partnership/Joint Venture / Consortium | | |
| | | One person business/sole propriety | | |
| | | Close corporation | | |
| | | Company | | |
| | | (Pty) Limited | | |
| 8.5 | Describe Principal Business Activities | | | |
| 8.6 | Company Classification (Tick Applicable Box) | Manufacturer | | |
| | | Supplier | | |
| | | Professional Service Provider | | |
| | | Other service providers, eg transporter | | |

8.7

TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS

9. 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

| | | | |
|----------------|--|-----------|--|
| NAME OF BIDDER | | DATE | |
| SIGNATURE | | | |
| WITNESS 1 | | WITNESS 2 | |
| WITNESS 1 | | | |
| DATE | | DATE | |

**MBD 4
DECLARATION OF INTEREST**

| | | | |
|--------|--|-----|----|
| 1. | No bid will be accepted from persons in the service of the state ¹ . | | |
| 2. | Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority. | | |
| 3. | In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. | | |
| 3.1 | Full Name of bidder or his or her representative: | | |
| 3.2 | Identity Number: | | |
| 3.3 | Position occupied in the Company (director, trustee, hareholder ²): | | |
| 3.4 | Company Registration Number: | | |
| 3.5 | Tax Reference Number: | | |
| 3.6 | VAT Registration Number: | | |
| 3.7 | The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below. | | |
| 3.8 | Are you presently in the service of the state? | YES | NO |
| 3.8.1 | If yes, furnish particulars: _____ _____ | | |
| 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 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: _____ | | |

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.

| 4. | Full details of directors / trustees/ members / shareholders: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------------|-----------------|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1ecf4;"> <th style="width: 50%;">Full Name</th> <th style="width: 25%;">Identity Number</th> <th style="width: 25%;">State Employee Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | | Full Name | Identity Number | State Employee Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | Identity Number | State Employee Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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5. I, the undersigned (name) _____, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

| | | | |
|----------------|--|----------|--|
| Name of Bidder | | Date | |
| Signature | | Capacity | |

11. MDB 15 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

| Director / Shareholder / partner | Physical address of the Business | Municipal Account number(s) | Physical residential address of the Director / shareholder / partner | Municipal Account number(s) |
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NB: Please attach certified copy (ies) of ID document(s)

I, _____,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards **a Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____ day of _____ 20_____.

| | |
|--|--|
| Number of sheets appended by the tenderer to this schedule (If nil, enter NIL) | |
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| | | | |
|------------|--|---------------|--|
| SIGNATURE: | | NAME (PRINT): | |
| CAPACITY: | | NAME OF FIRM: | |

For office use (comments):