



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

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

ADVERTISEMENT DATE:	16 February 2017
RFQ NUMBER:	159/2016/17
DESCRIPTION OF GOODS/SERVICES:	FINALISATION OF THE DRAFT KNYSNA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF)
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 24 Feb 2017 12:00
SUBMISSIONS:	Sealed quotations clearly marked, " RFQ 159/2016/17: FINALISATION OF THE DRAFT KNYSNA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF). ", 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:	
TECHNICAL ENQUIRIES:	Contact Person : Hennie Smit Email : hsmit@knysna.gov.za Tell : 044 302 6319

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
- Only an Official order and appointment letter will bind the Council.

**ACTING MUNICIPAL MANAGER
J DOUGLAS**

*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 159/2016/17: FINALISATION OF THE DRAFT KNYSNA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF).

SCOPE OF WORKS:

1. Background

A new draft Knysna SDF was prepared as part of the ISDF process. It is required to be adopted as part of the IDP process at the end of May 2017 in terms of Section 20 of the Spatial Planning and Land Use Management Act (Act No. 16 of 2013), hereafter referred to as SPLUMA. In preparing the Draft Knysna Municipal Spatial Development Framework (MSDF) cognisance was taken of the requirements of Section 21 of SPLUMA.

Council has decided to follow the procedure set out in section 3(1)(b) of the Knysna Municipality By-law on Municipal Land Use Planning (2016), in terms of which the MSDF needs to be submitted to for comment to both the public and the Provincial Minister before tabling it for adoption by Council.

The following is a list of information or products that are available as background information:

1. Knysna Spatial Development Framework (2008)
2. Final Draft ISDF Overarching Document;
3. Final Draft Municipal Spatial Development Framework Document;
4. Final Draft Economic Development Strategy;
5. Final Draft Human Settlements Plan;
6. ISDF Strategic Environmental Assessment (SEA);
7. ISDF Community Interaction Report;
8. Public comments received on the Draft MSDF document. ;
9. Draft SDF Plans (both in PDF and Arc GIS Format);
10. Western Cape Provincial SDF (2013);
11. Draft Eden District SDF documentation;
12. Knysna 2016/17 IDP.

Note: All background information will be made available to bidders in electronic format.

2. Purpose

The main purpose of these terms of reference is to provide relevant information in order to appoint a service provider to undertake the finalisation of the Draft MSDF. The outcome of the project should enable the Municipality to submit the draft MSDF to Council for adoption.

3. Required Services

- 1) Compile final draft MSDF document
- 2) Facilitate stakeholder participation sessions
- 3) Incorporate stakeholder inputs into final draft MSDF
- 4) Present final draft MSDF to Council

4. Professional Team

Service providers and the lead consultant within a professional team that are expected to perform the said work must be Professional Planners as described by Section 2(a) and Section 13(c) of the Planning Professions Act, 2002.

5. Scope of Work

5.1 Project Activities and Outputs

The following are the project activities and expected outputs:

- (a) The consultants must familiarise themselves with the content of the draft MSDF and background information.
- (b) Discrepancies and information gaps needs to be adressed in both the Draft Knysna MSDF Document and and Maps. This will include, but not limited to, the requirements of engineering services and its roll out for the 20 lifespan of the MSDF as well as defining the Urban Edge.
- (c) Not withstanding amendments done in terms of (b) above, any new land development policies and guidelines applicable to the MSDF (after discussions with Municipal Planners and inputs from sector Departments) must be done.
- (d) Provide assistance with a sector department consultation workshop and possible follow up meeting by presenting the Draft Knysna MSDF and obtaining input from sector departments and stakeholders.
- (e) The preparation of a Knysna MSDF chapter/section to be included in the new Knysna IDP
- (f) All maps and diagrams must be updated and amended to be in line with the updated and amended text.
- (g) A presentation of the final draft Knysna MSDF to the Municipal Council.

The final document presented to the Municipality must be updated draft MSDF Document (hard copy) ready for Council adoption. All information must also be available in an acceptable electronic format which will in future enable the Municipality to generate its own copies and to manipulate content (including maps), should it be necessary.

5.2 Minimum Content Requirements

The current draft MSDF should form the basis of the updated Final Draft MSDF. Without deviating too much from the current draft MSDF, tThe content of the MSDF must reflect the requirements of Section 21 of SPLUMA and 2001 IDP Performance Regulations under the Local Government: Municipal Systems Act.

However, in addition the following must also be included in the draft MSDF:

- 1) The revised urban edge and underlining principles;
- 2) Propose future land uses and urban growth patterns;
- 3) Spatial and land use planning principles and guidelines for the area;
- 4) Low cost/subsidy housing areas as far as it relates to the draft MSDF;
- 5) Areas for densification;

- 6) Define specific planning policies for all areas (conservation, residential etc.);
- 7) Consider the impact of the recent withdrawal of the respective Guide Plans and Structure Plans;
- 8) Reflecting the Capital Investment Framework spatially in relation to the roll out of services.

The final product will be the respective updated document and maps, including comments processed from the public participation sessions. The draft document and maps will allow the Municipality to present it to Council and to do the final public notification in the Government Gazette.

6. Time Framework and Work Programme

Since the essence of the project is to update an existing MSDF, minimum research, analysis, site visits, policy formulation etc. will be necessary. The final draft of the Knysna MSDF must be tabled for adoption by Council at the end of May 2017.

7. Cost

Service providers need to provide a cost in accordance with item Scope of Work and Deliverables, based on an hourly rate. Traveling and disbursements should also be included in the costing (Refer to the table under Form of Quotation Table further in this document).

8. Payment Terms

1. Payments to be made according to project milestones and associated deliverables provided to the satisfaction of Knysna Municipality.
2. A full work and payment schedule of the project must be submitted.

EVALUATION

All bids will be evaluated by a panel on basis of functionality (70%) as well as price and B-BBEE. Only bidders who score at least 70% for functionality, with at a score of, at least 20 points for criterion 2, will be considered for evaluation in terms of price and B-BBEE. The final evaluation will be done on an 80/20 system in terms of the Preferential Procurement Regulations (2011).

The points awarded for price and functionality will be determined on the following basis:

**** (Your pricing schedule will not be considered if this table is not completed)**

CRITERIA:

****Note: Please indicate the page reference in your bid for proof of each criterion:**

Criterion 1:	Page Number
SDF 1	
SDF 2	
SDF 3	
SDF 4	
Criterion 3	
Criterion 4	

Criterion 1: Relevant or similar Experience (40 Points): A maximum of **40 points** will be awarded based on the information provided in relation to MSDF's:

INSTALLATION DESCRIPTION	MAXIMUM POINTS	BIDDER SCORE
Company/Lead planner's experience in the development of Municipal Spatial Development Frameworks (MSDF) – The following must be supplied as proof of each SDF claimed: <ul style="list-style-type: none"> - Relevant Council adoption of SDF claimed - Copy of the report on the compilation of the relevant SDF, including the stakeholder participation process undertaken. - The name, telephone contact and e-mail address of a referee in relation to the project 	10 Points for each SDF	

Criterion 2: References (30 Points) : A maximum of **30 points** will be awarded as follows:

Reference check points:

1. 3 Random references from those provided in terms of criterion 1 will be contacted.
2. Points will be allocated on the following basis, per reference:

Name of Referee	Negative reference = 0 points & Positive reference = 10 points

REFERENCE NAME & SURNAME	COMPANY NAME	TELEPHONE NUMBER	E-MAIL ADDRESS	BIDDER SCORE
				10 Points
				10 Points
				10 Points

Criterion 3: Capacity (20 Points): A maximum of **20 points** will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and as follows:

DESCRIPTION	MAXIMUM POINTS	BIDDER SCORE
CV's submitted for team members that must include a registered Professional Planner with experience of having been the lead professional for the compilation of a final SDF that had been adopted by a Municipal Council. Proof of the relevant Council resolution must be attached.	Yes=10 No=0	
Demonstrate sufficient management and staff capacity to adequately implement the proposed project in company profile. Please indicate how team resources will be used for the deliverables of this bid.	Yes=10 No=0	
	TOTAL 20 points	

Criterion 4: Project Plan submitted (40 Points): A maximum of **10 points** will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and as follows:

MANAGEMENT DESCRIPTION	MAXIMUM POINTS	BIDDER SCORE
Project Plan Submitted		
Project methodology	Yes – 5 Points No – 0 Points	
Implementation Programme (including time frames, milestones, activities and payment schedule)	Yes – 5 Points No – 0 Points	
	TOTAL 10 points	

Tenderers must achieve a minimum of 70 points, with a score of at least 20 points for criterion 2, in order to qualify for further evaluation on price and preference points.

RFQ 159/2016/17: FORM OF QUOTATION

No.	Component	Time in weeks	Milestone	Cost
1.	Preparation			
2.	Consultations with Sector Departments and Stakeholders			
3.	Finalisation of Draft Knysna Municipal Spatial Development Framework (MSDF) Document.			
4.	Finalisation of the Draft Knysna Municipal Spatial Development Framework (MSDF) Maps.			
5.	Presentation of final Draft Knysna Municipal Spatial Development Framework (MSDF) to Knysna Municipal Council.			
6.	Traveling and disbursements			
SUBTOTAL				
VAT (IF VAT REGISTERED)				
TOTAL		R		

Amount in words:

_____ (Excl. VAT)

NB! All prices to exclude Value Added Tax

NAME: _____

SIGNATURE: _____

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 <i>Government Gazette</i> 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

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:

5.2

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

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? (Tick applicable box)	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? (Tick applicable box)	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:		
	Full Name	Identity Number	State Employee Number

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)

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)	
--	--

SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):