

RAMOTSHERE MOILOA LOCAL MUNICIPALITY



INVITATION TO BID

(In terms of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005))

BID NO: RMLM SCM:2025/2026: MM-015B

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

Closing Date and Time: Friday 26th of June 2026 @11hoo

NAME OF BIDDER:		Bidder VAT registered?
TOTAL BID PRICE (INCL VAT): (Brought forward from MBD 3.1)		Yes: <input type="checkbox"/>
		No: <input type="checkbox"/>

Please note that it is compulsory for all service providers to complete the above required information

CONTENTS

1. **BID CHECKLIST** 1

2. **SPECIAL CONDITIONS OF BID** 5

3. **EVALUATION** 6

4. **BID DECLARATION** 7

5. **RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS** 9

6. **RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE** 10

7. **INVITATION TO BID (MBD 1)** 12

8. **TAX CLEARANCE REQUIREMENTS (MBD 2)** 15

9. **PRICING SCHEDULE – FIRM PRICES (MBD 3.1)** 18

10. **PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE** 31

11. **DECLARATION OF INTEREST (MBD 4)** 33

12. **DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED) (MBD 5)** 36

13. **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)** 39

14. **DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)** 43

15. **CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)** 46

16. **ANNEXURE A: GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT (JULY 2010)** 49



RAMOTSHERE MOILOA LOCAL MUNICIPALITY



P.O. Box 92
C/o President & Coetzee Street
ZEERUST
2865

Tel : 018 - 001 1100 ext.1232

Email : basetsana.nkgothoe@ramotshere.gov.za

OFFICE OF THE MUNICIPAL MANAGER

ERRATUM FOR AN ADVERTISEMENT

On the 28th of May 2026 Ramotshere Moiloa Local Municipality advertised the following tenders on Mafikeng Mail newspaper.

Bidders are therefore informed of the correction to be made on the below table

Tender Description	Tender number	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS	BID NO: RMLM SCM 2025/2026: MM-015B	Locality	2
		Gender	2
		Disability	2
		Youth	2
		Nationality	2

NB: Compulsory briefing session to be held on Wednesday, 10th of June at 11H00


Mr L. I. Mokgathe
Municipal Manager



RAMOTSHERE MOILOA LOCAL MUNICIPALITY



P.O. Box 92,
C/o President & Coetzee Street
ZEERUST
2865

Tel : 018 – 642 1081 ext.202
Fax : 018 – 642 2618/ 018 642 1175
Email : sec.admin@ramotshere.gov.za

OFFICE OF THE MUNICIPAL MANAGER

Tender Description	Tender number	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)
<p>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS</p>	<p>BID NO: RMLM SCM 2025/2026: MM-015B</p>	Locality	2
		Gender	2
		Disability	2
		Youth	2
		Nationality	2
<p><u>EVALUATION CRITERIA</u></p> <ul style="list-style-type: none"> • Company Experience: 20 • Personnel experience:30 • Regulatory Experience:30 • Proof of company firearms licences:10 • Proof of Company Vehicle registration certificate(licenses):10 <p>(For a bidder to qualify it is a requirement to score a minimum of 70 points out of a maximum of 100 points for functionality)</p>	<p><u>SPECIFICATION</u></p> <p>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS</p> <p>(More detailed specifications will be in outlined on the tender document.)</p>	<p>Tender Documents are obtainable from the E-Tender portal at www.etenders.gov.za OR Municipal website at www.ramotshere.gov.za free of charge.</p>	

NB: COMPULSORY BRIEFING SESSION TO BE HELD ON WEDNESDAY THE 10TH OF JUNE 2026 at 11h00

Tenders/Proposals will be evaluated and adjudicated in accordance with the Ramotshere Moiloa Local Municipality Management Policy and the Preferential Procurement Policy Framework Act No.5 of 2000, using the 90/10 points system of which 90 points will be allocated for price and 10 points will be allocated for specific goals as determined by the Preferential Procurement Policy. Validity period for this tender will be 90 days.

Duly completed Tenders/Proposals must be attached with the following documents:

NB: FAILURE TO ATTACH THE BELOW DOCUMENTS WILL LEAD TO DISQUALIFICATION OF BIDS

- Copies of cc/co registration certificates
- Company profile
- Certified copy of Identity document of Director(s)/Shareholders not older than three months
- Valid Compliance tax pin status of the Company.
- Proof of vat registration if applicable
- Central Supplier Database Report (Confirmation of registration)
- A letter confirming bank details of the company not older than 3 Months
- Original proof of Municipal rates/ services of the company not in arrears for more than 90 days letter
- Letter from tribal Authority/Proof of residence
- Authority of signatories
- Applicable previous work executed for organs of state with appointment letters (Minimum 5)
- PSIRA company certificate (Latest)
- Current PSIRA company owner certificate (Latest)
- Valid PSIRA letter of good standing (Latest)
- Valid private security sector provident fund compliance certificate
- Proof of insurance liability/certificate minimum R2.5m and above
- Proof of branded company vehicles (minimum 10)
- Proof of company vehicles registration documents (Minimum 10)
- Latest inspection report from PSIRA
- List of confirmed employees from PSIRA
- UIF compliance certificate
- Proof of equity report from the department of Labour
- Proof of UIF
- Valid UIF compliance certificate
- Valid COIDA certificate
- Comprehensive project plan
- Strike protection plan (Memorandum of understanding in cases of security officers strike) 50% of the staff
- Proof of latest company annual financial statements
- Proof of company firearm licenses (Minimum 10)
- Proof of shareholder/Director's firearm competency certificate
- Valid COIDA certificate
- Proof of bank rating letters
- Proof of latest company annual financial statements
- In case of Joint Venture must submit a Joint Venture, agreement should be attached (sworn affidavit not acceptable)

Duly completed tender/proposal clearly marked with bid number should be submitted in the tender box on the ground floor of Ramotshere Moiloa Local Municipality offices, Cnr Coetzee and President STR, Zeerust not later than **Friday, 26th of June 2026 at 11h00 as per dates indicated above, thereafter tenders will be opened in public and it is recommended that all bidders must attend.**

Please note that no late, electronic or faxed proposals will be accepted. Documents sent by Courier Company must be deposited in the tender box by the courier company on or before the closing date and time. No documents will be received by the staff from any courier company. The Council is not bound to accept lowest or any proposal and reserves its rights in this regard.



Mr L. I. Mokgathe
Municipal Manager

1. BID CHECKLIST

Bidders are to use this checklist to ensure that the bid documentation is complete for administrative compliance. The bidder is to indicate that the documentation is complete and included in the bid document by completing the table below.

Tick to indicate that the information is included

Item	Description	Yes	No	n/a
1.	Is your business registered as accredited prospective supplier with Ramotshere Moiloa Local Municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did you read and understand all pages of the bid document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you complete the bid documents in black ink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you provide a certified copy of your company registration and VAT registration certificates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did you provide a certified copy of your identity document in case of sole proprietorship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Did you provide an original and valid CIDB registration certificate or a certified copy thereof, if applicable.			
9.	Did you provide registration certificate pertaining to the relevant industry e.g. (Electrical Contractors Board), if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Did you provide a covering letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Did you provide an original and valid tax clearance certificate? (MBD2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Did you complete and sign the Bid Declaration Form? (section 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Where applicable, is the resolution taken the Board of Directors/Members/Partners completed and signed? (section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Where applicable, is the resolution taken the Board of Directors of a Consortium or Joint Venture completed and signed? (section 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is invitation to bid completed and signed?(MBD 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is the Declaration of Interest completed and signed? (MBD 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Is the Declaration of Bidder's Past Supply Management Practices completed and signed? (MBD 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Is the Certificate of Independent Bid Determination completed and signed? (MBD 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Did you complete and sign the Previous Work Experience of a Similar Nature section? (section 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Is the Preference Points Claim Form in Terms of the Preferential Procurement Regulation 2011 completed and signed? (MBD 6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Did you provide an original and valid B-BBEE status level verification certificate or a certified copy thereof or, if you qualify as an EME, did you provide a verification certificate? (MBD 6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Does the product/service offered conform to the Bid Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Is Pricing Schedule completed?(MBD 3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24.	Where applicable, is the Declaration for Procurement Above R10 million (all applicable taxes included) completed and signed? (MBD 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Did you attach the annual financial statements as required in MBD 5? (For Procurements above R10 million)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. SPECIAL CONDITIONS OF BID

1. The Municipality's document must be kept as supplied and submitted with all schedules / forms fully completed.
2. Any other documents, certificates etc. must be attached as an annexure to the official Municipal document.
3. Where the Municipality's official document is taken apart and not submitted as supplied, the bid might be rejected.
4. Schedules / forms not duly completed and signed by the bidder will result in a bid not being considered.
5. All Forms of Special Conditions in Specifications should be included.
6. The bid document must be completed in black ink, and prices must be VAT inclusive, unless otherwise specified.
7. The lowest or any Bid will not be necessarily be accepted, and the Ramotshere Moiloa Local Municipality reserves the right to accept the whole or any portion of a Bid.
8. All prices and details must be legible to ensure the bid will be considered for adjudication.
9. Corrections may not be made by means of correction fluid such as Tip – Ex, or any other similar product. In the event of a mistake being made, it should be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
10. All bid documents must include the following documents:
 11. Copies of cc/co registration certificates
 12. Company profile
 13. Certified copy of Identity document of Director(s)/Shareholders not older than three months
 14. Valid Compliance tax pin status of the Company.
 15. Proof of vat registration if applicable
 16. Central Supplier Database Report (Confirmation of registration)
 17. A letter confirming bank details of the company not older than 3 Months
 18. Original proof of Municipal rates/ services of the company not in arrears for more than 90 days letter
 19. Letter from tribal Authority/Proof of residence
 20. Authority of signatories
 21. Applicable previous work executed for organs of state with appointment letters (Minimum 5)
 22. PSIRA company certificate (Latest)
 23. Current PSIRA company owner certificate (Latest)
 24. Valid PSIRA letter of good standing (Latest)
 25. Valid private security sector provident fund compliance certificate
 26. Proof of insurance liability/certificate minimum R2.5m and above
 27. Proof of branded company vehicles (minimum 10)
 28. Proof of company vehicles registration documents (Minimum 10)
 29. Latest inspection report from PSIRA
 30. List of confirmed employees from PSIRA
 31. UIF compliance certificate
 32. Proof of equity report from the department of Labour
 33. Proof of UIF
 34. Valid UIF compliance certificate
 35. Valid COIDA certificate
 36. Comprehensive project plan
 37. Strike protection plan (Memorandum of understanding in cases of security officers strike) 50% of the staff
 38. Proof of latest company annual financial statements
 39. Proof of company firearm licenses (Minimum 10)

- 40. Proof of shareholder/Director's firearm competency certificate
- 41. Valid COIDA certificate
- 42. Proof of bank rating letters
- 43. Proof of latest company annual financial statements
- 44. In case of Joint Venture must submit a Joint Venture, agreement should be attached (sworn affidavit not acceptable)

- 45. The bidder may submit a comprehensive company profile, for example the founding company statements, as well as a detailed exposition of previous work done.
- 46. Bidders are required to be registered on the Ramotshere Moiloa Local Municipality Supplier Database. Service Providers are required to be registered on the Municipality's data base (Application forms are obtainable from the Finance Department of the Municipality).
- 47. No bid forwarded by e – mail, telegram, telex, facsimile or similar apparatus will be considered.
- 48. Late bids shall not be admitted for consideration.
- 49. Bids must be properly received and deposited in the bid box of Ramotshere Moiloa Local Municipality on or before **FRIDAY, 26TH OF JUNE 2026 @11H00**. Bid offers must be submitted in a sealed envelope properly marked in terms of the bid number and bid description, at the offices of the Municipality situated in Cnr Coetzee and President str, Zeerust
- 50. Copyright / Patent Rights – Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the Ramotshere Moiloa Local Municipality.

3. EVALUATION

The following evaluation method will be used:

- 1. After the closing date of the bid invitation, an appointed evaluation committee of Ramotshere Moiloa Local Municipality officials and possibly other external parties will evaluate the proposals of the bidders.
- 2. The committee will individually evaluate each of the bids received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (as amended).

All bids submitted will be evaluated for Functionality only.

Bids will be evaluated in accordance with the preferential procurement Policy Framework Act (PPPPFA), using the 90/10 split.

The assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of **70 points**. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

Point's breakdown:

FUNCTIONALITY

For a bidder to qualify, it is a requirement for a prospective bidder to score a minimum of **70** out of 100 points for functionality.

ITEM	CRITERIA	WEIGHT	VALUE	SCORE
1.	Experience of Company – Provide Appointment and Reference Letters per project. Reference must be from Legally Registered Entities with the following, Value of Contract, Period of Contract, Type of Service, must be on a letterhead	20		
	7- Appointment and reference letters and above	10		
	4 - 6 Appointment and reference	08		
	1 - 3 Appointment and reference	02		
2.	PERSONNEL EXPERIENCE (with experience on similar or related security project)	30		
2.1	PROJECT MANAGER EXPERIENCE (Provide a copy of the original PSIRA cards & Certificates).	05		
2.2	SITE SUPERVIOR 1 WITH GRADE A with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates).	05		
	SITE SUPERVIOR 2 WITH GRADE A with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates).	05		
	SITE SUPERVIOR 1 WITH GRADE B with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (5)	05		
	SITE SUPERVIOR 2 WITH GRADE B with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (5)	05		
	SITE SUPERVIOR 1 WITH GRADE C with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (5)	05		
3.	REGULATORY COMPLIANCE	30		
3.1.1	Company's PSIRA certificate & Company Owners PSIRA certificate	10		
3.1.2	Proof of Public Liability Cover for 2.5 Million (authentic Documents)	10		
3.1.3	Provide original certificate – analog 2-way radio communication certificate with ICASA or provide copy – Digital PTT Certificate with ICASA of the Service Provider providing communication. Including the original contract between the security service provider and the company appearing on the ICASA Certificate	10		
4.	Proof of company firearms licences	10		
5.	Proof of Company Vehicle registration certificate(licenses)	10		
	TOTAL	100		

The Municipality reserve the right to verify the authenticity of the attachments relating to the above. Bidders will be disqualified and possible legal action will be taken if it can be found that a bidder submitted fake documents.

4. BID DECLARATION

1. I/we Mr/Mrs/Messrs _____ duly assigned to represent the bidder for the purpose of this bid, hereby bid to supply the goods and/or render services described in the attached documents to the Ramotshere Moiloa Local Municipality on terms and conditions stipulated in this bid and in accordance with the specifications stipulated in the bid documents (which shall be taken as part of, and incorporated into this bid) at the prices reflected in the Pricing Schedule.
2. I/we agree that this offer shall remain valid for a period of **90** days commencing from the closing date and time of this bid.
3. I/We further agree that:
 - 3.1 This bid and its acceptance shall be subject to the terms and conditions contained in the in the Ramotshere Moiloa Local Municipality Supply Chain Management Policy;
 - 3.2 if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, Ramotshere Moiloa Local Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Ramotshere Moiloa Local Municipality and I/we will then pay to Ramotshere Moiloa Local Municipality any additional expense incurred by the Ramotshere Moiloa Local Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Ramotshere Moiloa Local Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Ramotshere Moiloa Local Municipality may sustain by reason of my/our default;
 - 3.3 If my/our bid is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;
 - 3.4 The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served at (full street address of this place):

4. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
5. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
6. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
7. I/we declare that I/we have participation/no participation* in the submission of any other offer for the supplies/services described in the attached documents. *If in the affirmative, state name(s) of bid(s) involved.

Name of Bidder: _____ Signature _____

5. RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

_____ (Name of Bidder)

Held at _____ On _____
 (Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Bid to the Ramotshere Moiloa Local Municipality in respect of the following project:

**RMLM SCM:2025/2026: MM-015B
 THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO
 RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**

2. Mr/Mrs/Ms _____

In his/her capacity as _____ and who will sign as follows:

 (Specimen Signature)

be, and is hereby, authorised to sign the Bid and/or all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any contract, and/or all documentation resulting from the award of the bid to the enterprise mentioned above.

Note: The resolution must be signed by all the directors or members/partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Enterprise Stamp

6.RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

_____ (Name of Bidder)

Held at _____ On _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Bid to the Ramotshere Moiloa Local Municipality in respect of the following project:

RMLM SCM:2025/2026:MM-015B
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

As a Consortium/Joint Venture comprising *(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)*

_____ (Enterprise full Name and Registration Number)

_____ (Enterprise full Name and Registration Number)

2. Mr/Mrs/Ms _____

In his/her capacity as _____ and who will sign as follows:

_____ (Specimen Signature)

be, and is hereby, authorised to sign the Bid and/or all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any contract, and/or all documentation resulting from the award of the Bid to the **Consortium/Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfilment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the #Municipality# in respect of the project described above under item 1.
4. The **Consortium/Joint venture** enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and contract with Ramotshere Moiloa Local Municipality in respect of the project under item 1:

_____ (Physical Address)

Note: The resolution must be signed by all the directors or members / partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Enterprise Stamp

7. INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF RAMOTSHERE MOILOA LOCAL MUNICIPALITY

BID NUMBER: RMLM SCM:2025/2026: MM-015B
CLOSING DATE AND TIME: 26th of June 2026 11H00
BID DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

The Successful bidder will be required to fill in and sign a written Contract Form (MDB 7)

NB: Bids must be properly received and deposited in the bid box of Ramotshere Moiloa Local Municipality on or before the closing date and before the closing time. Bid offers must be submitted in a sealed envelope properly marked in terms of the bid number and bid description as indicated above. No bid offers will be accepted via e-mail, facsimile (fax) or telegram.

DEPOSITED IN THE BID BOX SITUATED AT:

Ramotshere Moiloa Local Municipality
Cnr Coetzee and President str,
Zeerust
2865

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 available during office hours (Monday to Friday, 07H30 to 16H00).

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

**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.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)

*YES / NO

* Delete if not applicable

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

*YES / NO

* Delete if not applicable

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

- An accounting officer as contemplated in the Close Corporation Act (CCA)
- A verification agency accredited by the South African National Accreditation System (SANAS)
- A registered auditor

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

*YES / NO

* Delete if not applicable
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER:

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE: R.....

TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality: Ramotshere Moiloa Local Municipality

Department: Finance

Contact Person: Ms B.C Nkgothoe

Email: basetsana.nkgothoe@ramotshere.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Ben Tshubi

Email: tshubiben4@gmail.com

8. TAX CLEARANCE REQUIREMENTS (MBD 2)

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 these 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



Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders Good standing

If "Good standing", please state the purpose of this application

Two empty text input boxes for stating the purpose of the application.

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)

Trading name (if applicable)

ID/Passport no Company/Close Corp. registered no

Income Tax ref no PAYE ref no

VAT registration no SDL ref no

Customs code UIF ref no

Telephone no Fax no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no Income Tax ref no

Telephone no Fax no

E-mail address

Physical address

9. PRICING SCHEDULE – FIRM PRICES (MBD 3.1)

(PURCHASES)

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

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

Name of Bidder:
.....

Bid number: RMLM SCM:2025/2026: MM -015B
Closing day and time: FRIDAY 26th OF JUNE 2026 at 11h00
Bid description: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

1. EXECUTIVE SUMMARY

The appointment of a service provider for the provision of security services to Ramotshere Moiloa Local Municipality for a period of three (3) years

2. PURPOSE

To frequently evaluate existing security risks and making improvements. Constantly reviewing all aspects of security weaknesses and suggest security improvements to Ramotshere Moiloa Local Municipality officials. In addition, opportunities where costs can be reduced or where security operations can be made more efficient are identified and taken by implement improvement. The provision of security personnel process is constantly evolving, allowing service providers to take advantage of lessons learned from previous crime statistics and to keep up with the latest security best practices.

3. BACKGROUND

Ramotshere Moiloa Local Municipality which is mandated to develop and maintain public open spaces, parks, cemeteries, community halls, regional offices. This entails physical guarding, specialized alarm-armed response (under 5 minutes), protection of our facilities and equipment and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers.

4. SCOPE OF WORK

TERMS OF REFERENCE/ SPECIFICATIONS

Prospective service providers are required to submit their bids for the rendering of the following services to the Municipalities:

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER

GENERAL SCOPE OF THE PROJECT

The provision of labour, equipment, material and transport required to effect and provide a comprehensive security service for Ramotshere Moiloa Local Municipality that entails:

- Specialised – physical guarding assets
- Specialised – tactical support security services
- Specialised – separate independent online SLA security compliance service system

Service must in all offer protection of our facilities and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers.

SPECIALISED – PHYSICAL GUARDING RAMOTSHERE MOILOA LOCAL MUNICIPALITY ASSETS: INCIDENT REPORTING

- Interim incidents are to be reported telephonically to the Security Manager immediately, and then the summary report must be e-mailed within 24hrs.
- Final incident reports, having concluded the investigation, to be forwarded to the Security Manager at Ramotshere Moiloa Local Municipality within 72hrs.
- All reports to be in writing
- The contracted security provider must report all incidents reportable to SAPS and or Ramotshere Moiloa Local Municipality within a prescribed period.

OPERATIONAL REPORTS

- Action items noted in Occurrence Book must be responded to within 48hrs
- Weekly report for preceding Month to be submitted electronically by 14:00 on Monday of the week
- Monthly report for the preceding Month to be submitted by the 3rd of the following month.
- Reports format to be in line with Ramotshere Moiloa Local Municipality requirement, having given consideration to the type of facility where security services are provided.

ACCESS (ENTRY/EXIT) POINTS

- Cash Management
- Register/ Documents to be kept thereat:
 - Occurrence Book
 - Visitors register
 - Vehicle register
 - After-hours register
 - Asset removal permit
 - Private equipment declaration register
- Access is to be controlled at all entry/exit point

- All visitors including Ramotshere Moilola Local Municipality employees not ordinarily occupants at the premises, would be required to sign the visitors register
- Where prior arrangements have been made with the security personnel on duty, she/he will be provided with the list of the visitors against which all visitors would have been checked prior being allowed access onto the premises.
- Visitors will only be allowed onto premises once the security personnel on duty have satisfied him/herself of the authenticity thereof. This may vary given type of the facility under management.
- All persons including Ramotshere Moilola Local Municipality employees who are ordinarily occupants at the premises, visiting after business hours must sign an after hour register.
- Removal of Ramotshere Moilola Local Municipality assets(s) not ordinarily associated with outside daily operations, e.g. grass cutting, and would have to be authorized by the Site Manager.

PERIMETER FENCING

- To be inspected at least once daily
- Any stacking of articles around the fence and/or any situation which may compromise the integrity and effectiveness of the fence to be reported immediately and documented in OB in Red Ink.
- Status thereof to form part of monthly operational report
- Report on any situation, e.g. vagrants along the fence, which threaten or have potential to threaten the integrity and effectiveness of the perimeter fence
- Entry/exit points to be permanently locked at all times after normal business hours (16H30-07H30)

PARKING AREAS

- Guard to undertake constant patrol, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Guards to undertake daily recon of vehicle thereat to the vehicle register
- Guards to ensure that all the vehicle parts, including spare wheels, batteries etc. are safeguarded at all times whilst the vehicle is in the parking area

MAIN BUILDINGS

- Guards to undertake constant patrol, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Any exception must be reported to the Security Manager at Ramotshere Moilola Local Manager immediately.

STOREROOMS

- Guards to undertake constant patrol thereat, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Any exception must be reported to the Security Manager at Ramotshere Moilola Local Manager immediately

CLOSEDOWN PROCEDURES

- Contracted security company must compile closedown procedures relating to duties to be undertaken by guards on amongst others, the following:
- Clearing of premises after hours
- Ensuring after hour effectiveness of perimeter fence
- Vehicle security
- Building security etc.
- These procedures must be communicated to all guards and new guards' prior authorization by the Ramotshere Moilola Local Municipality Security Manager in writing

KEY CONTROL

- Guards must maintain a key register if issued with keys
- Contracted Security Company must ensure that the guards abide by the Ramotshere Moilola Local Municipality key control policy
- The onus to return keys remain with the Contracted Security Company at all times.
- Under no circumstances may keys be duplicated without prior authorization by the Ramotshere Moilola Local Municipality Security Manager in writing.

COMMUNICATION

- Guards are to be provided with communication equipment to allow for quick effective and efficient communication at all times (company must provide)
- Such should be linked to a 24hr manned control room
- A list of emergency and after hours' number should be prominently displayed and documented in OB and/or pocket size book

SECURITY RECORDS

- All the incidents to be register in the Occurrence Book
- The Occurrence Book must be counter signed by the supervisor at least once per shift
- The entry in the OB by the guards must be in black ink and by the supervisor be in red ink
- Entries in the Occurrence Book requiring action should be in red ink, even if the guards make them

SUPERVISOR VISITS

- Supervisor to visit at least twice per shift (12hrs shift)
- Such visits to be recorded in Red in the Occurrence Book
- Ramotshere Moilola Local Municipality will be also doing a random site inspection checking on SLA Compliance

The following are the minimum pre-requisites for any company wishing to tender for security contract:

- **Bidders must be in good standing with the Private Security Industry Regulatory Authority (PSIRA)**
- **Must have reference and relevant experience on Research and Development Security Provision and a proven track record which can be verified.**
- **Must be prepared for Ramotshere Moiloa Local Municipality Security team to visit the Head Office to Verify standards.**
- **Bidders must be submissive to the Central Supply Database (CSD) in the national treasury.**
- **A company with at least three (3) years' experience in security field**
- **Must have a proven social responsibility record.**
- **The service provider must be able to replace guards with electronic devices like electronic alarm system and be able to respond to such alarms when activated.**
- **The service provider must provide patrol clocking devices at each and every site**
- **The service provider must be able to provide a motor vehicle registration and driver's license electronic device/scanner at all identified sites for register and recording of visitors' data/information**
- **The service provider must be able to provide high risk security (rapid response) security services to the municipality as and when required**
- **The company will be required to provide illegal land grab/occupation eviction services to the municipality and must indicate relevant experience in this regard**

COMPANY REQUIREMENTS IN TERMS OF THE BID

- PSIRA Registration Certificate
- PSIRA Accreditation Training Facility Registration Certificate (linked to the interest party)
- Company Remuneration System in line with PSIRA rating or a copy/ sample of payslip to employees must be attached.
- Registered Skills Development Program.
- Valid Liability Insurance with proof of current status be attached for any losses.
- The tender must include proactive security and value added initiatives or services that the tendering security company is willing to take.
- Bidder must be prepared to be subjected to security checks by the State Security Agency (SSA) and the South African Police Services (SAPS) Crime Intelligence Unit.
- The company should always comply with the provisions of the new Firearm Control Act (Act 60 of 2000) e.g. a list of all registered firearms in the name of company be provided to check capacity. All employees that are going to handle firearms should have firearm competency and no private firearms will be allowed in the services of the municipality.
- The company will be expected to appoint people with valid South African Identity documents who are allowed to work in South Africa.
- The company should comply with the provisions of the South African Legislations Preferably Conditions of Employment Act and Labour Relation Act, e.g. proof of subscription to Unemployment Insurance Fund (UIF) and a certificate of good standing from labour department
- The company shall be liable for 100% of all the thefts that have happened in all the sites were their officers are posted.
- All sub-stations and pump-stations will be provided with security guards or alarm system after an evaluation by the service provider and the Municipality to confirm either of the two, whichever is applicable.

NB: SERVICE PROVIDERS MUST COMPLY WITH ALL THE FOLLOWING REQUIREMENTS

PERSONNEL REQUIREMENTS

- Only suitable qualified personnel/ guards shall be employed by the successful bidder, e.g. PSIRA accredited and registered.
- All security personnel above Grade C must have worked as an accredited guard for at least seven (7) months.
- The contractor must maintain a full complement of guards despite any changes due to attrition or striking.
- Personnel must be trained in customer/ public relation to ensure a professional service to client is provided at all times.
- All security personnel must undergo full site training and this would include any relievers
- All security personnel should be credit checked and should have no criminal records.
- All personnel on duty must be in full company uniform and their *PSIRA* appointment cards
- All security guards must possess a valid South African Police Service Clearance Certificate

NB! The Municipality reserves the right to change deployment of number of guards or sites at the same rate. Escalation costs must be accommodated in the actual price for a contract period of three (3) years. Rates must accommodate Ad-hoc services.

COMPLIANCE TO OPERATIONAL REQUIREMENTS AND PLANS:

Provide a detailed proposal with the following plans

Detailed Risk & Safety Plan

Detailed Operational Plan

Detailed Industrial Actions Plan

Contingency Plan

CONTRACT PERIOD

The security contract will be for a period of three (3) years from the date of appointment. Legal details, contractual conditions and obligations will be listed in the security contract agreement.

LOGISTICS

The contractor should provide and maintain a suitable transport at their cost that would enable the security guards to react to an emergency within 10 minutes.

EQUIPMENT REQUIREMENTS

- Two-way radios shall be required per site
- Base station/s
- Hand metal detectors at each site
- Electronic registration license disc reader of vehicles and driver's licenses
- Electronic clocking points devices
- Torches
- Batons and handcuffs for all guards on duty
- Supply of full uniform including name badges, headgear, boots/ shoes, epaulets, winter and summer wear.
- Food warming equipment for guard usage where required
- Firearm where required
- Pocket book for every guard
- Occurrence Book at all the sites
- Vehicle register books in all the sites if no electronic devices

- Any other register which is important in other sites must be supplied

SCHEDULE OF PENALTIES APPLICABLE TO ALL SECURITY SERVICE PROVIDERS:

NO	DESCRIPTION	PENALTY FEE
1	Failure to have a working radio communication and cell phone per site (including vehicle disc and license scanners)	R3000
2	Failure to make use of the JCPZ installed cloaking button system for patrols / reporting for duty and exiting time and this system per site (including vehicle disc and license scanners)	R2000 & a <u>written warning</u>
3	Failure to cloak is proof of not patrolling	R1000 per site per incident per shift
4	Failure to have written signed and documented security operational plan per site	R2000
5	Failure to Submit a Weekly report per site (consolidated) (including vehicle disc and license scanners)	R3000
6	Failure to Submit a Monthly report per site(including -RSSS on Vehicle)	R2000 per site per shift
7	Late posting or "early departure" of any kind	R1000
8	Failure of Guard to be in uniform	R1000 per site per shift
9	Failure of Guard - produce a PSIRA Card or Company card with PSIRA Number (including vehicle disc and license scanners)	R3000 & a <u>written warning</u>
10	Site deserting — Guard must be removed from site and not posted in any of the Ramotshere Moiloa Local Municipality Sites	R2000
11	Failure to Submit the initial Incident reports within 12hours via -e-mail to Ramotshere Moiloa Local Municipality Security Manager	R3000 & a <u>written warning</u>
12	Failure to Submit the Final Incident Report within 48hours via e-mail to Ramotshere Moiloa Local Municipality Security Manager	R2000 Replace stolen assets & a <u>written-warning</u>
13	Failure to have a register / OB Book per site guarded & record incidents (including vehicle disc and license scanners)	R3000 & a <u>written warning</u>
14	Negligent Failure to safeguard assets (theft, damage, etc)	R2000 Replace stolen assets & a <u>written-warning</u>
15	Failure to comply with any formal/written or e-mailed directive communicated or TSSS deployment instructions (including vehicle disc and license scanners)	R3000
16	Failure to post guards as per agreed site specification or instruction, e.g. unarmed instead of armed or wrong grade. Posting a guard that is not registered with PSIRA (including vehicle disc and license scanners)	R1000 per site per shift
17	Guard Sleeping on duty with picture evidence	R1000 & a <u>written warning</u>
18	Failure to undertake 1 (one) site supervision visits per shift (OB Picture) On Cases Reported to SAPS Bribery of guards event & entry Fees	R3000 & a <u>written warning</u>

19	Failure to have a contingency plan to post guards, when guards/employees go on strikes.	R3000 per guard & No work no pay to service provider - per guard who did not report for duty per site & <u>written warning</u>
20	Failure to use vehicle disc and license scanners and to have Tactical gear on their response guard/officers	R3000
More than 10 written warnings or 50 Fines per contract period (3 YEARS) or Gross-Material Breach would give Ramotshere Moiloa Local Municipality an option to cancel the contract without any reservations.		

BILL OF QUANTITY 1

ITEM CODE	DESCRIPTION	QUANTITY	RATE	TOTAL
Suping Staad Library				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Groot Marico Water Treatment Plant				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Ikageleng Stadium				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Borakalalo Stadium				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		

Municipal Main Building				
Grade B Day	Security Services (Mon-Sun) armed	1		
Grade C Day	Security Services (Mon-Sun) armed	2		
Grade C Day	Security Services (Mon-Sun) unarmed	4		
Grade C Night	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) armed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	4		
Municipal Workshop				
Grade A Day	Security Services (Mon-Sun) armed	1		
Grade C Day	Security Services (Mon-Sun) armed	2		
Grade C Day	Security Services (Mon-Sun) unarmed	3		
Grade A Night	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) armed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	3		
Lehurutshe Civic Centre				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Groot Marico Municipal Office				
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Zeerust Testing Station				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		

Groot Marico Community Hall				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Zeerust Water Treatment Plant				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Sharlimapark Community Hall				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Lehurutshe Municipal Workshop				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Mayoral House				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Ikageleng Multipurpose Centre				

Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Councilors Support Office				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Zeerust Municipal Dumping Site				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) unarmed	2		
Municipal Electrical Substation				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Groot Marico Municipal Water pump Station				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Day	Security Services (Mon-Sun) armed	1		
Grade C Night	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Lehurutshe Library				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade C Night	Security Services (Mon-Sun) armed	2		
Municipal House 3A Droogte Street				
Grade C Day	Security Services (Mon-Sun) unarmed	1		

Grade C Night	Security Services (Mon-Sun) unarmed	1		
Sadnvlaagte Sewer Plant				
Grade C Day	Security Services (Mon-Sun) unarmed	2		
Grade A Night	Security Services (Mon-Sun) armed	2		
Zeerust Substation 2				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		
Zeerust Library				
Grade C Day	Security Services (Mon-Sun) unarmed	1		
Grade C Night	Security Services (Mon-Sun) armed	1		

BILL OF QUANTITY 1

As and when needed

HIGH RISK TRAINED OFFICERS				
MAIN BUILDING				
Grade C Day	Armed high risk trained officers Security Services (Mon-Sun) armed	10		
Marked	Patrol Vehicles	2		

NB: The Security Company must give preference for employing local security officer

Required by:

At:

Does offer comply with the specifications?

*YES / NO
* Delete if not applicable

If not to specification, indicate deviation(s):

.....

Period required for delivery:

*Delivery: Firm/not firm

* Delete if not applicable

Delivery basis:

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

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

10. PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE

List main work experience of a **similar nature to this bid** successfully executed and completed (or on-going) in the last five (5) years:

No	Institution / client / employer	Project description	Date started	Date completed (indicate projected completion if on-going)	Project value in Rand	Name and contact details of contact person / reference at institution
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Representatives of the Ramotshere Moiloa Local Municipality are hereby authorized to contact the above contact persons / references of the various institutions to verify the correctness of the information as supplied.

.....	
Signature	Date
.....	
Position	Name of Bidder

11. DECLARATION OF INTEREST (MBD 4)

- 1. **No bid will be accepted from persons in the service of the state***.
- 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 and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state *YES / NO
* Delete if not applicable

3.6.1 If so, furnish particulars.
.....
.....

3.7 Have you been in the service of the state for the past twelve months *YES / NO
* Delete if not applicable

3.7.1 If so, furnish particulars.
.....
.....

3.8 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
* Delete if not applicable

3.8.1 If so, furnish particulars.
.....
.....

3.9 Are you aware of any relationship (family, friend, other) between a 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
* Delete if not applicable

3.9.1 If so, furnish particulars
.....
.....

* MSCM 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.

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? *YES / NO

* Delete if not applicable

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? *YES / NO

* Delete if not applicable

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of Bidder

12. DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED) (MBD 5)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing? *YES / NO
* Delete if not applicable

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.
.....
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? *YES / NO
* Delete if not applicable

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.
.....
.....
.....
.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? *YES / NO
* Delete if not applicable

3.1.1 If yes, furnish particulars
.....
.....
.....
.....

4 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? *YES / NO
* Delete if not applicable

4.1 If yes, furnish particulars
.....
.....
.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of Bidder

13. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

- the 90/0 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(a) The applicable preference point system for this tender is the 90/10 preference point system.

(b) 90/10 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of

bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10

preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

CRITERIA	SUB-CRITERIA	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
SPECIFIC GOALS	Locality	2	
	Gender	2	
	Disability	2	
	Youth	2	
	Nationality	2	
	SUB-CRITERIA	POINT	
LOCALITY	Ramotshere Moiloa Local Municipality	2	
	Ngaka Modiri Molema District Municipality	0	
	North West Province	0	
	Republic of South Africa	0	
	SUB-CRITERIA	POINT	
GENDER	Male	0	
	Female	2	
	SUB-CRITERIA	POINT	
YOUTH	<35	2	
	SUB-CRITERIA	POINT	
NATIONALITY	South African	2	
	Non -South African	0	
	SUB-CRITERIA	POINT	
DISABILITY	Subject to proof of Disability	2	
	TOTAL	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

14. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1. This serves as a declaration 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.
2. The bid of any bidder may be rejected if that bidder or any of its directors have:
 - a. abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3.4.1	If so, furnish particulars:		
3.5	Was any contract between the bidder and the municipality or any other 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"/>
3.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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

15. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

- 1 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).^{*} Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 2 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 3 This MBD 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.
- 4 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

*** 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 BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

BID NO: RMLM SCM 2025/2026: MM-015B

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES TO RAMOTSHERE MOILOA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

in response to the invitation for the bid made by:

Ramotshere Moiloa Local Municipality

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 consortium* 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.
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

*** 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.**

16. Annexure A: Government Procurement: General Conditions of Contract (July 2010)

**THE NATIONAL TREASURY
Republic of South Africa**

**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT
July 2010**

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 . Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 . If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.