



BERGRIVIER MUNISIPALITEIT

TENDER 8/3/11-2011 HUUR VAN 'N RADIO REKENAAR NETWERK

TENDERS word hiermee ingewag van geregistreerde en gemagtigde verskaffers vir die voorsiening, van 'n Radio Rekenaar Netwerk wat deur die Munisipaliteit gehuur sal word.

Volledig voltooide tenders in verseëde koeverte duidelik gemerk "**TENDER 8/3/11-2011: HUUR VAN 'N RADIO REKENAAR NETWERK**" moet die ondergetekende bereik voor **12:00 op MAANDAG 28 MAART 2011** by die Munisipale Kantore, Kerkstraat 13, Piketberg, waarna tenders in die openbaar oopgemaak sal word.

Laat, onvolledige of tenders per faksimilee sal nie aanvaar word nie. Bewys van versending van 'n tender sal nie as bewys van ontvangs daarvan erken word nie. Die Munisipaliteit is nie verplig om die laagste of enige tender te aanvaar nie. Die Munisiplaliteit behou die reg voor om die tender in geheel of gedeeltelik te aanvaar.

Tenders sal geëvalueer word aan die hand van die Raad se Voorkeurverkrygingsbeleid. Dit is dus verpligtend dat die 80/20-vorm van die Verkrygingsbeleid volledig ingevul moet word.

Genoemde 80/20-vorm en tenderdokumente wat die minimum vereistes bevat is op aanvraag by Mnr S Lesch of Me M van Zyl gedurende gewone kantoorure by Tel. No. (022) 913 1126 beskikbaar en op die Raad se webwerf by www.bergmun.org.za

MUNISIPALE KANTORE
KERKSTRAAT 13
PIKETBERG
7320
MK 15 2011

EC LIEBENBERG
MUNISIPALE BESTUURDER

12 MAART 2011

**BERGRIVIER MUNICIPALITY****TENDER 8/3/11-2011: RENTING OF A RADIO COMPUTER NETWORK**

TENDERS are hereby invited from registered and authorised suppliers for the supply, of a Radio Computer Network that will be rented by the Municipality.

Tenders in sealed envelopes clearly marked "**TENDER 8/3/11-2011: RENTING OF A RADIO COMPUTER NETWORK**" deposited in the tender box at the Municipal Offices, 13 Church Street, Piketberg to reach the undersigned before **12:00 on MONDAY, 28 MARCH 2011**, where after tenders will be opened in public.

Late, incomplete or tenders received by fax will not be accepted. Proof of dispatch of a tender will not be regarded as proof of receipt thereof. The Municipality is not obliged to accept the lowest or any tender. Council reserves the right to accept any Tender or part thereof.

Tenders will be evaluated according to Council's Preferential Procurement Policy. It is thus compulsory to complete the 80/20 form of the Procurement Policy.

The tender document that states the minimum requirements as well as the 80/20 form is available from Mr S Lesch or Me M van Zyl at Tel. nr. (022) 913 1126 during normal office hours or on Council's website www.bergmun.org.za.

MUNICIPAL OFFICES
13 CHURCH STREET
PIKETBERG
7320
MN 15/2011

EC LIEBENBERG
MUNICIPAL MANAGER

12 MARCH 2011

TENDER SPECIFICATIONS PAGE 3-5

The following towns/offices must be connected to the Municipal Head office in Piketberg via Radio Technology to transmit and receive data. Please refer to page 4 for the terms, and page 5 for GPS coordinates.

No	Site Name	Physical Address	Users per site	Required Bandwidth Capacity (MB)	Rental Cost per month (incl Vat)
1	Piketberg Head office	Kerkstraat 13, Piketberg	60	5	R
2	Piketberg: LB Wernich Library	Caledulastraat, Piketberg	1	0.5	R
3	Piketberg: Traffic	VervoerSingel 13, Piketberg	15	2	R
4	Porterville Municipal Office	Mark Straat, Porterville	15	2	R
5	Porterville: Traffic /Library	Jakarandastraat, Porterville	5	1	R
6	Velddrif Municipal office	Voortrekkerweg, Velddrif	20	2	R
7	Velddrif: Stywelyne Beach Resort	De Villiers straat, Velddrif	1	0.5	R
8	Velddrif Noordhoek Library	Velddrif	3	0.5	R
9	Dwarskersbos Beach resort	Hoofweg Dwarskersbos	1	0.5	R
10	Municipal office Aurora	Hoofstraat 43, Aurora	1	0.5	R
11	Municipal office Redelinghuys	Voortekker Straat, Redelinghuys	1	0.5	R
12	Municipal office Eendekuil	Hoofstraat Eendekuil	1	0.5	R
13	Municipal Stores	Piketberg	2	0.5	R
<u>TOTAL PRICE INCL VAT</u>					<u>R</u>

Council Website

- Successful bidder will also host and update council's website. Please state monthly cost R_____ (Vat Incl)

Tenders must meet the following terms.**Information**

- Council will rent the mentioned network and will not own the network after the renting agreement expires. The equipment remains the property of the successful bidder and insurance, maintenance and replacement shall be for the cost of the successful bidder for the duration of the rental agreement.
- No Site meeting will be held.
- Provided templates must be used and other price indicators will not be accepted by council.
- **Provide certified copy's of ICASA license documents. No tender will be considered without these certified copies.**

Equipment and details

- One brand/type radio must be used
- 802.11/n Frequency must be used
- Provide data protection for Council.
- Network and or network technology must be licensed.
- Main up and download link/station to be located on Aasvoëlkop.

Other

- Submit a physical layout/connection explanation of proposed network.
- Submit proof and reference of similar work your company has done.
- State time needed for installation also when the project can start, and must be tested, completed and fully functional by 30 June 2011
- Where it will disrupt council's services, testing will occur on weekends.
- Where certain terms are met Council will make use of a VPN.
- Network must be available and accessible 24/7.
- **The rental agreement will be finalised before signing of contract with successful bidder.**

GPS Co-ordinates for all offices:

1. Piketberg Head office:	Latitude:	32°54'20.16"S
	Longitude:	18°45'12.35"E
2. Piketberg: LB Wernich Library:	Latitude:	32°53'58.48"S
	Longitude:	18°45'41.41"E
3. Piketberg: Traffic	Latitude:	32°54'41.62"S
	Longitude:	18°45'58.82"E
4. Porterville Municipal Office	Latitude:	33° 0'44.80"S
	Longitude:	18°59'40.67"E
5. Porterville: Traffic /Library	Latitude:	33° 1'15.39"S
	Longitude:	18°59'12.55"E
6. Velddrif Municipal office	Latitude:	32°47'3.85"S
	Longitude:	18° 9'51.51"E
7. Velddrif: Stywelyne Beach Resort	Latitude:	32°46'0.06"S
	Longitude:	18° 9'4.29"E
8. Velddrif Noordhoek Library	Latitude:	32°46'27.21"S
	Longitude:	18° 9'58.35"E
9. Dwarskersbos Beach Resort	Latitude:	32°41'33.38"S
	Longitude:	18°14'5.61"E
10. Municipal office Aurora	Latitude:	32°42'24.80"S
	Longitude:	18°29'4.69"E
11. Municipal office Redelinghuys	Latitude:	32°28'38.33"S
	Longitude:	18°32'12.72"E
12. Municipal office Eendekuil	Latitude:	32°41'22.79"S
	Longitude:	18°52'54.29"E
13. Municipal Stores	Latitude:	32°54'36.11"S
	Longitude:	18°46'9.24"E
14. Aasvoëlkop Piket-bo Berg	Latitude:	32°54'56.29"S
	Longitude:	18°44'17.08"E

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirements bidders are required to complete in full the attached from 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 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

DECLARATION OF INTEREST

- 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**

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**

3.7.1 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.

3.8 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**

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**

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

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

3.10.1 If so, furnish particulars.
.....
.....

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

3.11.1 If so, furnish particulars.
.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURSISHED 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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity'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. willfully 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).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity 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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 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.

- 4 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.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SPECIAL TENDER CONDITIONS

This tender is subject to Bergrivier Municipality's Procurement Policy. The purpose of the policy is to stimulate the creation of job opportunities and prosperity. The objective is to target Previously Disadvantaged Individuals (PDI's) and local businesses.

Tenderers should note that tenders will be allocated on the basis of competency as well as the procurement formula.

In order to be eligible for the benefits that the Procurement Policy offers to prospective tenderers, Annexure, must be completed comprehensively. **If the schedule is not completed comprehensively, no credits will be given.**

If there is any uncertainties regarding the above tender, the prospective tenderer should contact Bergrivier Municipality on (022) 913-1126 in advance. The person who should be contacted in this regard is

Tenderers should note that the submission of false declarations or false information will result in immediate disqualification.

The comprehensive procurement policy is available at the offices of the Bergrivier Municipality for more information.

PROCUREMENT POLICY SCHEDULE (80/20)

Definitions:

- **“Previously Disadvantaged Individual (PDI)”**:
 - (1) Individuals who, being South African citizens, are socially and economically disadvantaged by the legacy of the South African political dispensation prior to April 28 1994. For the purpose of the Contract, the refutable presumption shall be made that individuals who fall into population groups that had no franchise in national elections prior to the introduction of the 1984 constitution and the tricameral parliamentary system, are Previously Disadvantaged Individuals, subject to persons who obtained South African citizenship after 2 February 1990 demonstrating traceable South African parentage. It is incumbent on individuals to demonstrate their claims to fall into such populations groups on the basis of identification and association with and recognition by the members of such groups; and/or
 - (2) women; and/or
 - (3) disabled persons.

With the understanding that any person who was in the position to obtain a South African citizenship on or before the commencement of the interim Constitution not be esteemed an PDI.

- **“A woman”** refers to a female South African citizen;
- **“Disabled”** refers to a person with permanent physical defect, mentally retardation, a perceived disability which hinders ability to perform normal physical functions as can be done by a normal person.
- **“PDI Equity Ownership”** refers to the percentage of a business or enterprise, allocated to individuals or in the case of a company, the percentage shares allocated to individuals that are actively involved in the management and daily business activities of that enterprise or business and who exercise control over that enterprise, equivalent to the ownership at the closing of the tender. Equity ownership cannot be claimed if the individuals are no actively involved in the management or daily activities, and have no control in the enterprise equivalent to the degree of the individual’s ownership.

CREDITS AWARDED FOR THE FOLLOWING FACTORS:

1.	Tender price	80 points
2.	Voting – Equity Ownership	8 points
3.	Women – Equity Ownership	1 points
4.	Disability – Equity Ownership	1 points
5.	Local Nature of Enterprise	<u>10 points</u>

TOTAL 100 POINTS

Calculations shall be done to two decimal places.

1. TENDER PRICE

Calculations are based on the following formula:

$$Ps = 80 \times \left[1 - \left(\frac{Pt - P_{\min}}{P_{\min}} \right) \right]$$

Where

- Ps Credits for the tendered price
- Pt Rand Value of tender being considered
- Pmin Rand Value of lowest acceptable tender

2. VOTING - EQUITY OWNERSHIP

A maximum of 8 points is allocated to a PDI tenderer or an individual subcontracted to such a person:

Equity Ownership to vote shall be determined by the % owned in an enterprise or the % shares of individuals actively involved in the day-to-day activities of the company or enterprise.

% Owned by PDI's%

Credits claimed: 8 x% = (Carried forward to 6.1)

Verification of ownership must be attached in the form of:

- 1) a certified declaration
- 2) a certified copy of the Certificate of Incorporation of the company where ownership is listed.

3. WOMEN - EQUITY OWNERSHIP

A maximum of 1 point shall be allocated to a woman who tendered and/or subcontracted to a woman.

Equity ownership for women shall be determined by the % of the enterprise owned by women or the % shares of members actively involved with the day-to-day activities of the company or enterprise.

% Owned by women%

Credits claimed: 1 x% = (Carried forward to 6.1)

Verification of ownership must be attached in the form of:

- 1) a certified declaration;
- 2) a certified copy of the Certificate of Incorporation of the company where ownership is listed.
- 3) a certified copy of the ID's of the women.

4. DISABILITY – EQUITY OWNERSHIP

A maximum of 1 point to be allocated to a disabled tenderer and/or subcontracted to a disabled person:

Equity ownership for disabled will be determined by the % owned by a disabled person in an enterprise or the % shares of members actively involved in a day-to-day activities of the company or enterprise.

% Of enterprise owned by disabled%

Credits claimed: 1 x% = (Carried forward to 6.3)

Verification of ownership must be attached in the form of:

- 1) a certified declaration;
- 2) a certified copy of the Certificate of Incorporation of the company where ownership is listed.
- 3) A certified declaration by a medical doctor certifying the degree of disability.

5. LOCAL NATURE OF ENTERPRISE

A maximum of 10 points to be allocated to a tenderer whose offices are situated in the following areas:

a) Within the border of the RSA?

YES	-	1 point	<input type="text"/>
NO	-	0 point	

b) Within the border of the Western Cape

YES	-	1 point	<input type="text"/>
NO	-	0 point	

c) Within the border of the West Coast District Municipality and registered as levee-contributor

YES	-	3 point	<input type="text"/>
NO	-	0 point	

d) Within the borders of Bergrivier Municipality

YES	-	5 point	<input type="text"/>
NO	-	0 point	

TOTAL CREDITS CLAIMED FOR LOCALITY OF ENTERPRISE

(Carried forward to 6.4)

In order for credits under this section to be taken into consideration, an active office is defined as an office where people can be contacted and where the business is being operated. To confirm this please attach the following certified verification:

- 1. physical address of company;

2. company registration number;
3. registration number allocated to and locality of office where local authority levies are paid.

6. SUMMARY OF TOTAL CREDITS CLAIMED FOR SECTION 2, 3, 4 & 5.

6.1 VOTING – EQUITY OWNERSHIP (Par 2)

6.2 WOMEN – EQUITY OWNERSHIP (Par 3)

6.3 DISABILITY – EQUITY OWNERSHIP (Par 4)

6.4 LOCALITY OF ENTERPRISE (Par5)

TOTAL CREDITS CLAIMED FOR (2) + (3) + (4) + (5)

Munisipaliteit

BERGRIVIER

Municipality

Rig alle korrespondensie aan:
Munisipale Bestuurder
Address all correspondence to:
Municipal Manager



✉ 60
Piketberg
7320
☎ (022) 913 1126
📠 (022) 913 1380
E-pos / E-mail:
bergmun@telkomsa.net

**APPLICATION TO REGISTER ON MUNICIPALITY
SUPPLIER DATABASE**

ANNEXURE	CONTENTS
A	BUSINESS INFORMATION
B	COMPANY STRUCTURE AND CATEGORY OF SERVICES
C	LIST OF GOODS AND SERVICES OFFERED FOR SELECTION
D	CONDITIONS OF PURCHASES, DELIVERIES AND VENDOR REQUIREMENTS
E	DEFINITIONS

Interested consultants, business enterprises will be required to complete the Application Form, accompanied by the following CERTIFIED documents:

1. Proof of Qualifications
2. Proof of Registration with relevant Professional Body and Registration Number
3. Proof of Professional Indemnity Insurance
4. Company Registration
5. Valid Tax Clearance Certificate
6. Proof of work experience (CV)

Application Forms is available at the Procurement Office, Bergrivier Municipality, P O Box 60, Piketberg, 7320.

IF ANY SERVICES ARE NOT MENTIONED PLEASE STATE ON ANNEXURE C (IX)

Any enquiries can be directed to Mr A Pereira at (022) 913 1126. Completed Application Forms and the required attachments can be delivered to the Procurement Office, Attention: Mr A Pereira, P O Box 60, Piketberg, 7320.

Munisipaliteit

BERGRIVIER

Municipality

Rig alle korrespondensie aan:
Munisipale Bestuurder
Address all correspondence to:
Municipal Manager



✉ 60
Piketberg
7320
☎ (022) 913 1126
📠 (022) 913 1380
E-pos / E-mail:
bergmun@telkomsa.net

ANNEXURE A

BUSINESS INFORMATION

Provider Name :

Titel : Initials :

Trading Name :

Registered Name :

Local Branch Address :

Head Office Address :

Physical Address :

Telephone Number : (Code)

Cellphone Number :

Facsimile Number :

E-Mail Address :

Contact Name :

Contact Tel. no : (Code)

<u>TYPE</u>	1. Sole Proprietor	<input type="checkbox"/>	4. Partnership	<input type="checkbox"/>
	2. Close Corporation	<input type="checkbox"/>	5. Public Company	<input type="checkbox"/>
	3. Private Company	<input type="checkbox"/>	6. Business Trust	<input type="checkbox"/>
			7. Non-Profit Organisation (NPO)	<input type="checkbox"/>

Accreditation Certificate Number :

Expire Date :



BUSINESS INFORMATION

Registration No. :

Income Tax Registration No. :

Tax Clearance Issue Date :

Tax Clearance Expire Date :

UIF No. :

Municipal Account No. :

Outstanding Amount :

Bank Name :

Branch Name :

Name of Account :

Branch Code :

Account No. :

- Type of Account**
- | | | |
|----|-------------------|--------------------------|
| 1. | Current | <input type="checkbox"/> |
| 2. | Savings | <input type="checkbox"/> |
| 3. | Transmission | <input type="checkbox"/> |
| 4. | Bond Account | <input type="checkbox"/> |
| 5. | Sub-Share Account | <input type="checkbox"/> |

Previous Name :

Change Reason :

Years in Business :

Annual Turnover :

Munisipaliteit

BERGRIVIER

Municipality

Rig alle korrespondensie aan:
Munisipale Bestuurder
Address all correspondence to:
Municipal Manager



✉ 60
Piketberg
7320
☎ (022) 913 1126
📠 (022) 913 1380
E-pos / E-mail:
bergmun@telkomsa.net

ANNEXURE B

**SUPPLY CHAIN MANAGEMENT
HDI STATUS**

Small, Medium, Micro Enterprises (SMME):

STAFF	HISTORICAL DISADVANTAGE		OTHER	
	FULL TIME	PART TIME	FULL TIME	PART TIME
Male				
Female				
<u>DISABLED STAFF</u>				
Male				
Female				

PERCENTAGE	
BLACK	
COLOURED	
ASIAN	
WHITE	

Munisipaliteit

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E-pos / E-mail:
bergmun@telkomsa.net

DIRECTOR OWNER DETAILS

Partner: _____ Current Previous Title: _____

Identity Number :

Nationality :

Designation :

HDI Disabled Male Female

Owner date :

Race :

% Time in Business :

Income Tax Number :

AUTHORITIES

Cheque Signing
Business Financing
Purchase Approval

Signing for Loans
Sureties
Contract Signing

Service Years
Black Economic Empowerment (BEE)

Munisipaliteit

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Small, Medium, Macro Enterprises (SMME)

PROFILE

PROFID: A01

Name 3 commercial references of previous project or clients and provide contact details

NAME	ADDRESS (Company)	CONTACT NUMBER

PROFID: B01

Are there any pending legal proceedings or previous judgement against your business or has your business ever been declared bankrupt? If "YES" please state.

YES NO NOT APPLICABLE

DETAIL

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Munisipaliteit

BERGRIVIER

Municipality

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A)	SUPPLY	SERVICES
AUTO ELECTRICAL		
AUTOMOTIVE SPARES		
ACCOUNTING		
AUDITING		
AIRCON		
ARCHITECTS		
AUCTIONEER		
ADVERTISING		
AUDIO SYSTEMS		
ATTORNEYS		
ACCOMMODATION (LODGE/HOTELS)		
AGENTS (ALL TYPES)		

B)	SUPPLY	SERVICES
BLASTING SERVICES		
BOOKKEEPING		
BANKERS		
BOREHOLE EQUIPMENT		
BOREHOLE DRILLING		
BOREHOLE MAINTENANCE		
BUILDING SERVICES		
BRICKS		
BINDING		
BURIAL SERVICES		

C)	SUPPLY	SERVICES
CATERING		
CARPENTRY		
CHEMICALS		
CABINET MAKING		
CLEANING SERVICES		
CEMENT		
CONTRACTORS		
CONCRETE STONE		
COMPUTER EQUIPMENT		
CONCRETE READY MIX		
CONCRETE PRECAST PRODUCTS		
CAR HIRE		
CONCRETE PRODUCTS/WATER/SEWER		
CABLING		
CLINICAL		
COURIER SERVICES		
COMPENSATION AND BENEFITS		

CONSULTANTS	SUPPLY	SERVICES
CIVIL ENGINEERING		
MECHANICAL ENGINEERING		
ARCHITECTURAL LAND SCAPE		
QUANTITY SURVEYING		
LAND SURVEYING		
ELECTRICAL ENGINEERING		
PROPERTY VALUERS		
TOWN PLANNING		
ENVIRONMENTAL CONSULTATION		

D)	SUPPLY	SERVICES
DRIVING SCHOOLS		
DEMOLITION AND DISMANTLING		
DECORATION		

E)	SUPPLY	SERVICES
ESTATE AGENTS		
EARTH MOVING AND RELATED EQUIPMENT		
ELECTRICAL GOODS (HIGH VOLTAGE)		
ELECTRICAL GOODS (LOW VOLTAGE)		
ELECTRICAL / REPAIRS		
EMERGENCY SERVICES/MATERIAL		
ELECTRONIC REPAIRS		
ENGINEERING SERVICES		
EMPLOYMENT AGENCIES		

F)	SUPPLY	SERVICES
FIRE FITTING EQUIPMENT		
FELLING OF TREES		
FURNITURE		
FENCING		
FERTILIZERS		
FENCING/CONCRTE		
FENCING/WIRE		

G)	SUPPLY	SERVICES
GARDEN SERVICES		
GLAZING		

H)	SUPPLY	SERVICES
HOUSEHOLD APPLIANCES		

I)	SUPPLY	SERVICES
INTERIOR DESIGNER		
INSURANCE BROKERS		

L)	SUPPLY	SERVICES
LABOUR HIRE		
LIBRARY SERVICES		
LAWN MOWER		
LINE PRODUCTS		
LOCKSMITH		
LIME PRODUCTS		

M)	SUPPLY	SERVICES
MEDICAL EQUIPMENT		
MECHANICAL WORK		
MECHANICAL FIELD SERVICE		
MANHOLE		
MEDICAL SERVICES		
MACHINE HIRING		



PROFID: C01

Is your business a permitholder under the SABS Mark Scheme? If “YES”, indicate product(s) for which permits are held, including permit numbers.

YES NO NOT APPLICABLE

DETAIL

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PROFID: C02

Are you working to National or International standards? If “YES”, indicate product(s) and to which standards:

YES NO NOT APPLICABLE

DETAIL

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PROFID: D01

Does your business operate a Quality Management System covering the product/service you provide?

YES NO NOT APPLICABLE

DETAIL

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PROFID: D02

Has your Quality Management System been assessed and certified by any Nationally/Internationally recognised Accredited Body? If “YES”, please provide copy of certificate.

YES NO NOT APPLICABLE

DETAIL

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PROFID: E01

Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act?

YES NO NOT APPLICABLE

DETAIL

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PROFID: E02

Are you registered with the compensation for Occupational Injuries and Diseases Act (COID)? If “YES” please provide COID Registration number:

YES NO NOT APPLICABLE

DETAIL

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PROFID: F01

Do you have an Environmental Policy in place?

YES NO NOT APPLICABLE

DETAIL

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PROFID: I02

Have any of the relatives of yourself, a Director, a Manager or Principle Shareholders of your enterprises been in service of the State, this or another Local Authority in the previous twelve (12) months? Please provide details.

YES NO NOT APPLICABLE

DETAIL

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PROFID: I03

Is your enterprises prohibited from doing business with the Public Sector?

YES NO NOT APPLICABLE

DETAIL

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SUPPLIERS

NAME:

BRANCH: 01 (trade) 02 (sundry) **INDICATOR:**

ADDRESS:

TELEPHONE:
FAX:
CELLPHONE:

POSTAL CODE:

E-MAIL:

BANK:

BRANCH: **BRANCH NO:**

ACCOUNTNO:

VAT NO:

REQUESTED BY:

DATE: