



SUPPLY CHAIN MANAGEMENT

Enquiries: Mr. N. Damon Tel: 027– 482 8000 E-mail: noland@cederberg.gov.za

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Q116/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.

Over R30 000.00 up to a transaction value of R300 000.00 (VAT included).

Kindly furnish me with a written quotation for the services/items indicated above.

The quotation must be clearly marked with reference number: **Q116/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.**

The quotation must be deposited in the bid box at the Municipal Offices, 2A Voortrekker Street, Clanwilliam, no later than **22 June 2026 @ 12:00**. The bid box is open 24 hours a day, 7 days a week.

ALL OFFERS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)
THIS FQ IS SUBJECT TO THE 2022, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

The following conditions will apply:

- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and inclusive of VAT
- **It is compulsory for all suppliers to be registered on the Central Supplier Database (CSD). NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD. Please ensure that your registration on the CSD remains active**
- **It is compulsory for all suppliers to complete, signed and submit all the pages in the document, failure to provide the required documents, will result in your bid being deemed as non-responsive.**
- Quotation(s) with a value over R30 000.00 (Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached).
- Quotations over a value of R30 000.00 (VAT included) must be accompanied by the relevant MBD documentation for quotations duly completed, and the enclosed Declaration of Interest (MBD 4 and 8), and Certificate of independent proposal determination (MBD 9), must be scrutinized, completed and submitted together with your quotation.
- Late or faxed quotations will not be considered. The Municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

- Invoices must be submitted to georgiac@cederberg.gov.za or michellep@cederberg.gov.za and will be paid within 30 days of delivering the service.
- Only an Official order and appointment letter will bind the Council.
- The quotation must be completed in black ink (pen) and any corrections to the official quotation from must be made in Black ink (pen) and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified. Electronically completed documents will not be accepted.
- Alternative Award for Non-Performance - Should the successful provider fail to deliver the goods and/or services within the period specified in this document, the Municipality reserves the right, at its sole discretion and provided it is cost-effective, to award the contract to the next highest-ranked responsive and compliant service provider to ensure continuity of service delivery. The decision of the Municipality shall be final and binding.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR OFFER 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 VALID TAX COMPLIANCE PIN **YES/NO**

HAS A MUNICIPAL ACCOUNT BEEN ATTACHED **YES/NO**
(IF YES ENCLOSE PROOF / IF NO GIVE REASONS)
IF LEASING/RENTING/LODGING/BOARDING-ATTACHED A COPY OF AGREEMENT

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) **YES/NO**

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

IF YES, WHO WAS THE CERTIFICATE ISSUED BY (*Tick applicable box*)

(a) If the certificate was issued by a verification agency the following must be on the face of the certificate: ()
SANAS logo, unique BVA number, must be an original certificate or certified copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.

(b) a Sworn affidavit ()

(c) B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC) ()

FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? **YES/NO**

Disclaimer: I hereby exempt Cederberg Municipality against any claim(s) for damages that may arise in the execution of this formal quotation in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

TOTAL PRICE R.....
(VAT inclusive – **do not add VAT if you are not VAT registered.**)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

Technical Queries can be directed to Mr. X. Goeieman on 027 482 8000 at Cederberg Municipality.

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**REQUEST FOR FORMAL WRITTEN QUOTATIONS
NOTICE NO: 164/2026**

Q116/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.

Cederberg Municipality hereby invites formal written price quotations for abovementioned services.

Documents with specifications are obtainable, during office hours, from The Supply Chain Management Unit, Cederberg Municipality, 2A Voortrekker Street, Clanwilliam.

Technical enquiries relating to the quotation documents may be addressed to: Mr. X. Goeieman e-mail: xavierg@cederberg.gov.za

The closing time for submission of quotations is **12h00 on Monday, 22 June 2026**. Quotations must be sealed in an envelope clearly marked with the quotation number and title given above and placed in the bid box at Cederberg Municipality, 2A Voortrekker Street, Clanwilliam, on or before the mentioned time and latest date. Telephonic, facsimile, e-mail and late quotations will not be accepted. Quotations must remain valid for a period of 60 days after the closing date.

Notwithstanding the period for validity of quotations as set out in the bid documents, quotations shall be deemed to remain valid until formal acceptance by the Cederberg Municipality of an offer at any time after the expiry of the original validity period, unless the Cederberg Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder.

Bids will be evaluated according to the 80/20 preference points system. The quotation is subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2022.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

NO QUOTATION WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017).

Mr. G. Matthyse
Municipal Manager
Cederberg Municipality

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THE NATIONAL TREASURY: Republic of South Africa 2

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GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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 restriction sand freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence 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 labor 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 fulfillment 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 judgment 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, and 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. Anti-dumping 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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 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 willful 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 in SCC.

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. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of restrictive practices

34.1 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.

34.2 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.

34.3 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.

General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of formal written price quotation document will be applicable to these formal written price quotations in addition to the conditions of formal written quotations. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

Quantities of Specific Items

If tenders are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the Municipality's satisfaction.

Validity of B-BBEE certificates:

(a) If the certificate was issued by a verification agency the following must be on the face of the certificate:

SANAS logo, unique BVA number, must be an original certificate or certified copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.

(b) a Sworn affidavit

(c) B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)

SPECIFICATIONS:

Q116/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.

DEFINITIONS and ABBREVIATIONS

The definitions relevant for this bid are generally contained within the Local Government: Municipal Property Rates Act, 6 of 2004. These are relevant to the scope and are provided in addition.

Computer assisted mass appraisal (CAMA)—means a system of valuing property that, incorporates computer-supported statistical analyses, such as linear or multiple regression analysis and adaptive estimation procedure, to assist the valuer in determining value.

Certified valuation roll—means the final valuation roll certified by the delegated Municipal Valuer after a general valuation or a supplementary valuation roll, upon which a rate is levied.

Data extraction—is the act or process of retrieving data for further data processing, reporting or data storage. There are data extraction requirements for monitoring purposes, section 81.

Data Management— (1) the human, computer and technological procedures employed to ensure that no information is lost through negligent handling of records from a file, that all information is properly supplemented and up-to-date, and that all information is easily accessible. (2) Data management refers to the development, execution and supervision of plans, policies, programs and practices that control, protect, deliver and enhance the value of data and information assets.

Geographical Information Systems (GIS) — (1) a system designed to capture, store, retrieve, manipulate, analyse, manage, and present all types of spatial or geographical data. (2) a computerised mapping system capable of integrating spatial data (land information) and attribute data among different layers on a base map.

MPRA - Local Government: Municipal Property Rates Act, 6 of 2004.

MSCOA- Municipal Standard Chart of Accounts as regulated by National Treasury through the Local Government: Municipal Finance Management Act, 2000. It is noted that any data captured in either the general valuation roll or any subsequent supplementary valuations must be in compliance with MSCOA.

Neighbourhood (also known as Market Area / Homogeneous Area) — A geographic area defined for a useful purpose. This may include sharing certain key attributes or characteristics which may be used for statistical modelling purposes.

Non-residential properties – Includes all non-residential properties including business and commercial, industrial, public service purposes, agricultural, public service infrastructure, mining, properties owned by public benefit organisations and vacant land.

Property Data — means all data related to and associated with a property record of a valuation roll, the valuation of a property and the determination of the value of a property and includes data collection field sheets, templates, calculations,

spreadsheets, sketches, photographs, files, maps, manuals, market reports, GIS cadastral information, digital aerial photography and all other data, documents and information as contemplated in terms of section 85 of the MPRA.

All property data is the property of the client municipality and must be handed to the client in full in compliance with the contractual requirements of the bid.

Property Register (Municipal register of properties)—means a geospatial data base of the consolidated valuation roll.

Valuation Roll (consolidated)—Means a valuation roll prepared for a General Valuation and then updated in terms of section 78. The “consolidated” valuation roll is required for the current billing by the municipality.

Valuation Roll Management System (VRMS)—is software which supports the business processes of preparing and maintaining the valuation roll to enable compliance with the MPRA and MSCOA.

PROJECT OBJECTIVE

The objectives of the project are to appoint a service provider to perform the functions of the Municipal Valuer in terms of the MPRA which includes the following –

- (a) capture / upload all necessary property data into a valuation roll management system (VRMS) licensed to the municipality;
- (b) determine the relevant property category and the market value of all registered properties included on the property register;
- (c) prepare and review the draft roll in consultation with the municipality;
- (d) assist with the resolution of objections by review;
- (e) assist with the resolution of appeals through representing the municipality at the appeal board hearings;
- (f) undertake valuation roll maintenance through the on-going preparation of supplementary valuations and the preparation of supplementary valuation rolls at least quarterly. The supplementary valuation rolls must be compliant with all the section 49 provisions;
- (g) provide the necessary data extracts and reporting to meet the municipality's obligations for provincial monitoring purposes and;
- (h) prepare and submit monthly reports to the municipality on MPRA compliance as requested.

The successful bidder must take account of legislation and all amendments including regulations and implement these in consultation with the municipality. The municipality reserves the right to review the contractual obligations of the successful Bidder in compliance with legislative amendments.

The MPRA has been amended since its promulgation as follows –

- No. 6 of 2004: Local Government: Municipal Property Rates Act, 2004 on 17 May 2004.
- No. 19 of 2008: Local Government Laws Amendment Act, 2008 on 13 October 2008.
- No. 19 of 2009: Local Government: Municipal Property Rates Amendment Act, 2009 on 26 November 2009.
- No. 29 of 2014: Local Government: Municipal Property Rates Amendment Act, 2014 on 18 August 2014.
- No. 77 of 2014: Local Government: Municipal Property Rates Amendment Act, 2014 on 28 November 2014.

The Bidder is hereby advised that the MPRA and its implementation is governed by legislation which may be amended from time to time and which may be promulgated during the contract period. The municipality therefore reserves the right to review the contractual obligations of the successful Bidder to ensure compliance with the MPRA and any other relevant changes within the local government legislative framework. Specific note is made of the prescribed compliance with MSCOA.

PROJECT DURATION

The contract shall commence on the date of final award and shall remain in force until 30 June 2027.

- Roll maintenance: **(Municipal Property Rates Act 6 of 2004 Section 32 (1)(b)(ii))**

PROJECT START DATE

The successful bidder must be ready to assume work on date of appointment by the municipality. This is the date of final award. The bid validity period is 120 days from close of the bid.

PROJECT DELIVERABLES AND WORK PROGRAM (refer to the Pricing Schedule)

- **Supplementary Valuation project management**

The Bidder is required to provide and manage a project plan for the implementation of the supplementary valuation; manage and report on project deliverables and milestones; manage and report on project progress and project payments; manage and report on project risks; manage daily, weekly and monthly data backups. The project management function must be in place for the duration of the maintenance phases of the project.

The successful Bidder will be required to attend monthly steering committee meetings at the municipality and prepare and present reports on project progress. The municipality will measure the progress and project claims against the project work program, the bid pricing, the scope of work and the bid specifications. Progress claims by the Bidder will only be approved once the municipality is satisfied that the deliverables in terms of the bid scope of work have been delivered.

The Bidder must, in terms of the MPRA Section 34 (G), prepare a supplementary valuation roll whenever this becomes necessary, subject to section 81(1B), submit a monthly progress report to the municipal manager on the valuation of properties, regardless of whether properties are valued in terms of section 45(2)(a) or in terms of a combination of section 45(2)(a) and (b).

Valuation roll management system (VRMS)

The successful Bidder must work on a Valuation Roll Management system to ensure that all the data is presented in the prescribed format for uploading.

All data imports must be MSCOA compliant. This compliancy issue is to be specifically noted for the maintenance phase of the project.

As a guideline and for the purposes of pricing the Bidder is required to price 5 hours per quarter for the maintenance phase of the project.

Technical support for all data extracts required for provincial and national monitoring purposes are to the Bidder's account for the duration of the contracted period.

A technical user support schedule is attached to assist with pricing as Annexure 1.

Municipal Register of Properties

The municipality will provide the geo-spatial property register to the successful Bidder at the commencement of the project. The municipality will maintain the property register for the duration of the entire project. The Bidder is required to prepare all supplementary valuations as reflected on the property register.

The geospatial register will include the following relevant property data sets:

- Registered layer
- Unregistered layer
- Cadastral layer
- Zoning layer as provided by the municipality.

Project Sales Review, Market and Valuation Methodology Reports

The project requires that sales review, initial market reports and valuation methodology reports are prepared and submitted to the municipality in the initial phase of the project. This will enable the municipality to evaluate the draft values determined by Municipal Valuer. The market reports will inform the market values of properties for all supplementary valuations for the duration of the maintenance phase of the contract.

Residential Sales Review/Market Report & Valuation Methodology Report

This includes: 1) Initial market report and 2) final market report

The content should include:

- Sales cadastral plans
- Schedule of all usable sales reviewed in preparation for the supplementary valuation
- Data collection sales review forms per property
- Data capture form templates

Non-Residential Sales Review/Market Report/ Costs reports & Valuation Methodology Reports

This includes: 1) Initial market report and 2) final market report.

The content should include:

- Sales cadastral plans
- Schedule of all usable sales reviewed in preparation for the supplementary valuation

- Building cost report for specialised properties
- Data collection sales review forms per property
- Data capture form templates

The market report must include researched and analysed sales evidence with documented sales used in the general valuation per homogeneous area. The market report must reflect the market information as at the date of valuation and must include sales cadastral maps in a GIS spatial format (ESRI) shape file which may be accessed by the municipality and the Valuation Appeal Board.

In homogeneous areas where there are insufficient sales to determine values, proxy sales or control valuations must be conducted by Municipal Valuers to support the sales data base and computer assisted mass appraisal system or techniques. The proxy sales used as sales must be flagged in the valuation roll management system database for easy identification.

Comparable sales data and market indicators must be documented. In addition, records relating to rentals, vacancies, expense ratios, capitalisation rates, construction costs and any other data that will have an impact on market value must be documented, recorded and analysed.

The physical attributes as they existed at the date of sale may differ from those at the date of inspection. The report must include reference to any changes that have been identified since the date of sale which would impact on the adjustment to the sale price.

The Municipal Valuer must develop and produce a building cost report relating to the various types of specialised buildings or structures to be valued using the cost approach. In addition, where the profits and accounts approach is used, a market report must be developed and produced pertaining to the property under valuation.

All analysis must be documented in two stages: version 1 must be submitted at the commencement of the value review phase and version 2 must be delivered with the certified valuation roll. The preparation of the market reports must be supervised by the Municipal Valuer or an Assistant Municipal Valuer, and each property sector market report must be signed off by the Municipal Valuer.

The Bidder must include all CAMA models, methodologies, calculations and formulas in the market report to submit with the certified valuation roll. The Municipal Valuer must indicate whether a value was generated using CAMA in the VRMS or whether a manual valuation was applied.

Data collection, data capture and quality assurance

Section 45(2)(a) of the MPRA provides that physical inspection of a property is optional. The Municipal Valuer must consider the availability and sufficiency of property data in association with its value. He must decide on the merits to inspect a property or a group of properties to verify or collect data to perform a credible valuation.

The municipality requires a deeds download of all the properties in Cederberg Municipality Division.

The municipality requires that **all properties** are physically inspected. The service provider must upload the following attribute data per property physically inspected to the VRMS to demonstrate completion of the scope:

- At least 1 photograph, date and time stamped
- Building sketch
- Cadastral image showing the inspected property
- Completed data capture form showing the property attributes

The municipality will review the attribute data sets and only consider those which are complete and accurate as contributing compulsory physical inspection scope requirement.

Data collectors should be trained appropriately to be eligible for designation as a data collector in terms of section 36(2) of the MPRA. Data collection may use various smart technologies which must be date and time stamped. The bidder is responsible for uploading any data to the VRMS against the relevant erf record.

Valuation specifications

The Bidder must undertake a supplementary valuation and prepare a valuation roll of all rateable property in terms of the MPRA and municipal valuations for property rating, taking account of generally recognised practices, methods and standards and the bid specifications.

The municipality requires the following approach to be adopted for the determination of value for every property record on the municipal register of properties, as supplied:

1. The market value per property;

All municipal owned properties must reflect a value split between the market value of the land and the buildings in the “comments” field in the VRMS. This detail is for use by the municipality.

All property values must be uploaded to the VRMS. Draft and final general valuation rolls must be generated from the VRMS.

The Municipal Valuer is required to determine the actual use and assigned category of each property included in the Municipal Register of Properties. These properties and use categories must be finalised in consultation with the municipality prior to the commencement of the supplementary valuation. All property categories must be adopted through the annual review of the rates policy of the municipality.

The number of properties with the relevant category of property is recorded in the Pricing Section of the Bid Quotation Document.

The municipality requires that all properties where there are multiple purpose uses be assigned to a ‘multiple purpose’ category and the market valuations apportioned as prescribed. The Bidder should note that the pricing for multiple purpose will reflect the respective rate per property category for each of the apportioned values. The final reconciliation of this pricing will be conducted following the submission of the certified valuation roll.

The bidder must hand over ALL data, information, reports, methodology, manuals, CAMA models, and documents at no additional cost.

Valuation roll review and finalisation

The Bidder must produce and deliver a quarterly draft supplementary valuation roll. Draft values must be substantially reviewed in consultation with the client.

The Bidder must conduct a final value review to confirm or amend the market values of property in accordance with the bid specifications.

The value review must be conducted by the Municipal Valuer or a designated Assistant Municipal Valuer in consultation with the municipality and any 3rd party evaluator they may select to assist the process.

The review must –

- Compare the records in the new valuation roll against the current consolidated valuation roll, the geospatial property registers and the current financial billing system data for any anomalies and missing records for investigation and correction. The exercise should include comparison of spatial records, values, ownership and categories of property;
- Review the new valuation roll values and categories against previously decided objections and appeal decisions to identify any anomalies.
- Assess values for reasonableness by interrogating the data, draft values and final values, highlighting any anomalies and recommending corrective action and value amendments or justification for such anomalies;
- Ensure that each property has been valued equitably in relation to other similar properties;

The Bidder must keep a record of value review (roll review form) for audit purposes showing the review date, name of the valuer responsible for the value review, new override value and reasons for value change.

The value review form of all changed values must be delivered with the final certified valuation roll.

Hard copies of the supplementary valuation rolls must be printed from the VRMS. The print and binding costs are the responsibility of the service provider.

Statutory notices and other section 49 compliance

The service provider is responsible for preparing all statutory notices required for the maintenance phases of the project. These notices must be generated from the VRMS. All print and postage costs will be carried by the municipality for all supplementary valuations and supplementary valuation rolls for the duration of the project.

The service provider must prepare the quarterly supplementary valuation rolls for publication on the municipality's official website. The service provider will prepare and lodge the required notices and media advertisements.

Objections and Appeals

Bidders should note that for the purposes of establishing a fixed bid price the quantum of objections and appeals has been prescribed as 500 objections and 25 appeals. Bidders should insert the rate to process the objections

and appeals on the Pricing Schedule. A final adjustment will be made on the actual number of objections and appeals processed by the Bidder.

All objections received to the supplementary valuation roll must be reviewed promptly. The time frames will be negotiated between parties upon closure of the objection period, once the quantum of the objections has been finalised.

The Municipal Valuer is required to complete a Supplementary Valuation Objection processing close out report including objection counts, value changes in terms of rand value and percentage change.

The Municipal Valuer must process the supplementary valuation objections by concluding the following tasks:

- Scan and capture all objections in the VRMS
- Respond in writing to objectors, including where the owner is the owner was not the objector
- Review all objections and adjust if appropriate
- Make available sales evidence in support of the review decision upon request
- Provide written reasons for value adjustments greater than 10%
- Prepare review notices in the VRMS to notify the objectors/registered owners of the outcome of the objection review.
- Provide written reasons to objectors for adjustment upon request from objectors
- Capture all notices and correspondence to the relevant erf record within the VRMS.
- Prepare the Close out report on objections.

All appeal applications must be carefully prepared by the Municipal Valuer ahead of the Valuation Appeal Board hearings. All properties which are subject to applications must be physically inspected by the Municipal Valuer. The Municipal Valuer will represent the municipality at these hearings.

The Municipal Valuer must process the supplementary valuation appeals by concluding the following tasks:

- Capture appeal applications in the VRMS
- Physically inspect all properties subject to an appeal application
- Make available sales evidence in support of decision upon request
- Represent the municipality at Valuation Appeal Board hearings
- Prepare and submit a Close out report with respect to the SV appeals. This report will include number of appeals applications, the final decision on the value changes in terms of Rands and percentage change to the original value.

Updating of valuation rolls

The successful bidder is required to perform the functions of the Municipal Valuer to maintain and update the valuation roll in compliance with the provisions of section 78. Supplementary valuations should be prepared whenever necessary or as instructed by the municipality.

Valuation Roll Maintenance means the performance of the functions of the Municipal Valuer as contemplated in section 34 and the updating of rolls in terms sections 77, 78 and 79 of the MPRA, and must include:

- liaison and communication with the ratepayer or Municipality on any matter omitted from or queried in the valuation roll or subsequent supplementary valuations where necessary;
- undertaking supplementary valuations in terms of sections 77 and 78 of the MPRA in respect of any rateable property—
- incorrectly omitted from the valuation roll;
- included in a municipality after the last general valuation;
- subdivided or consolidated after the last general valuation;
- of which the market value has substantially increased or decreased for any reason after the last general valuation;
- substantially incorrectly valued during the last general valuation;
- that must be revalued for any other exceptional reason;
- of which the category has changed; or
- the value of which was incorrectly recorded in the valuation roll as a result of a clerical or typing error.

Supplementary valuations must reflect the market value of property determined in accordance with market conditions that applied as at the date of valuation, 06th July 2026 as adopted by a Council resolution.

All supplementary valuations must be captured directly into the VRMS for billing purposes. The Bidder must ensure that all property data, documents, correspondence, data collection forms and review forms emanating from the roll maintenance is uploaded to the valuation roll management system against each affected property.

For supplementary valuations and roll updating, the Bidder must collect valuation roll property data for changes in terms of section 78 for the duration of the contract. The Bidder must on a monthly basis, forward all notifications in terms of section 78(5) (a) and (b) of the results of the supplementary valuations and review decisions to the municipality for the rates adjustments and for audit purposes.

The generation of all statutory notices must be from the VRMS. The Bidder will be responsible for printing and distribution of the statutory notices. The roll updating function includes all associated objection and appeals activities, including the section 78 and 49 administrative support and notifications. This project phase includes providing data and information extracts from the VRMS as required by the municipality for monitoring purposes.

The supplementary valuation roll must be prepared quarterly in terms of the MPRA.

The Bidder must prepare a hard copy, excel and pdf format of the certified supplementary valuation roll in the format prescribed in the MPRA and regulations and submit the certified supplementary valuation roll to the Municipal Manager within the required time frames. (quarterly or as required)

The Bidder must attend to and resolve of all valuation reviews, objections, appeals in terms of the MPRA as required.

The Bidder must produce a quarterly maintenance close-out report.

ADDED SERVICES

These prices are requested on the Pricing schedule, but these do not form part of the fixed price for bid evaluation purposes.

- The Bidder may be instructed to attend to valuations for purposes other than for rating purposes.
- The Municipality is not obliged to use the Bidder appointed for these added services and is entitled to use other resources at its discretion.

INFORMATION TO BE PROVIDED BY THE MUNICIPALITY

- The current valuation roll is valid until 30 June 2027 with a general valuation having been undertaken and implemented on 1st July 2022. During the period of validity of the general valuation roll various supplementary valuation rolls have been prepared. The VRMS contains the consolidated valuation roll which is in balance with the Phoenix financial system.
- The Municipality invites Bidders to view the current property information on the VRMS. An appointment may be made through the municipality.

GEOSPATIAL PROPERT REGISTER

- The service provider must provide and maintain the geospatial property register for the duration of the project. The municipality takes no responsibility for the accuracy of the data and information provided in terms of the bid.

SKILLS TRANSFER AND MUNICIPAL CAPACITY BUILDING

The bidder must provide a detailed and structured skills transfer and capacity building programme for the duration of the project, with specific focus on the valuation roll maintenance phase.

- The tender must be valid up to 90 days after the closing date.
- Any bid received after the appointed time for the closing of bids shall not be considered but shall be filled unopened with other bids received, which bid(s) can be returned to the bidder at his request and cost.

PRICING

- Rates and prices offered by the bidder must be written into the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorized signatory.
- All prices shall be quoted in South African currency, and be **INCLUSIVE OF Value Added Tax (VAT)**
- Bid prices must include all expenses, disbursements, and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the contract.

- If a bidder becomes a registered VAT vendor during the contract period, the prices/rates as per the initial award will be considered to be inclusive of VAT and no price adjustment (s) will be allowed.
- The annual price increase is equal to **CPI (related to the area)** per annum and that the Service Provider submits a written request prior to implementation, with no automatic price increases being applicable.
- Price escalation (rise and fall in terms of CPAF indices) will apply for all industry related increases but will only be accepted by the Municipality if claim is substantiated with proof of evidence and that such evidence is submitted prior to implementation.
- Tenderers shall state the time of delivery in weeks from date of the official order by the Municipality and all quoted prices are to exclude VAT and include travelling to the different Municipal sites in Cederberg municipal area, or such other address as may be indicated by the Municipality. The kilometres travelled will be calculated from the registered business address of the company to the site as indicated.

TEST FOR RESPONSIVENESS

A bid will be considered non-responsive if:

- the bid is not in compliance with the specifications.
- the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document and/or
- the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing

The Municipality reserves the right to accept or reject:

- any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract.
- The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any Municipal rate and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amounts at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

EVALUATION CRITERIA AND WEIGHTINGS

Compliance screening

Bidders must be administratively responsive in terms of the SCM policy of the Cederberg Municipality.

The bidder's project team must be presented as an organogram with details of their respective competencies and scope assignment.

All professional resources must present valid professional registration certificates with their Curriculum Vitae.

All resources must confirm in writing that they are available for the duration of the project.

The Bidder must submit proof of Professional Indemnity Insurance for the nominated professional persons held by the Bidder up to the Bid Contract price tendered.

The Bidder must submit proof of Public Liability Insurance held by the Bidder up to the Bid Contract price tendered.

Bidders must have experience of valuing coastal and agricultural properties and proof must be submitted.

The Bidder must submit a schedule of previous similar contracts with contactable references.

Failure to present the required supporting documentation will mean that the Bidder is not eligible for the contract.

ELIGIBILITY CHECKLIST

Proof of the required documents must be submitted. Failure to submit all the below-mentioned documents will result in the tender being deemed non-responsive

Criteria	Required documentation	Included in the bid submission (Yes/No)
Project Team organogram	<ul style="list-style-type: none">• CV's• Valid professional registration certificates• Affidavits for the Municipal Valuer and Assistant Municipal Valuer• Proof of commitment for the entire project duration.	
Professional Indemnity Insurance	Proof of cover	
Public Liability Insurance	Proof of cover	
Previous experience	Schedule of previous similar contracts with contactable references.	

PHASE 2 (TECHNICAL / FUNCTIONALITY EVALUATION)

Responsive bids will further be evaluated for technical/functionality. Bidders must score not less than **80%** per segment in the table below. Even if the bidder has scored the 85% of threshold but scores less than **80%** on one or more of the segments above the bidder will be non-responsive.

Shortlisted bidders may be approached to make presentations to the municipality. The score card for the presentation evaluation will be released to the bidders upon invitation.

ITEM	FUNCTIONALITY	POINTS	Reference Applicable Page number
A. RESOURCES AND EXPERIENCE			
<p>1. Municipal Valuer and Assistant Valuer must comply with Section 39(1) of the MPRA.</p>	<p>Municipal Valuer must be registered as a professional valuer or professional associated valuer (with no restrictions) in terms of the Property Valuers Profession Act, 2000 (Act No. 47 of 2000 for –</p> <p style="text-align: right;">5 years = 1 point 6 – 10 years = 3 points 11 and above = 5 points</p> <p>Assistant Municipal Valuer must be registered as a professional valuer or professional associated valuer (with no restrictions) in terms of the Property Valuers Profession Act, 2000 (Act No. 47 of 2000 for –</p> <p style="text-align: right;">5 years = 1 point 6 – 10 years = 3 points 11 and above = 5 points</p> <p>Proof of a valid registration certificate/document must be submitted.</p>	10	
<p>2. Team's experience in carrying out a General Valuation and maintaining valuation rolls for rating purposes in terms of the MPRA.</p>	<p>Bidders must submit proof, in the form of reference letters and supporting evidence confirming compliant completion of a General Valuation and maintaining valuation rolls (GV Project) from a local municipality with a similar count of roll records –</p> <p style="text-align: right;">0 GV Project = 0 points 3 GV Projects = 5 points 5 GV Projects = 8 points 8 or more GV Projects = 10 points</p>	10	
<p>3. Experience in use of Computer Assisted Mass Appraisal (CAMA) techniques</p>	<p>Bidders must submit proof, in the form of reference letters and supporting evidence confirming successful completion of valuation projects.</p> <p style="text-align: right;">0 GV Project = 0 points 1 to 3 GV Projects = 5 points 4 to 7 GV Projects = 8 points 8 or more GV Projects = 10 points</p>	10	

4. Experience in processing objections and representing the municipality at appeal hearings.	Bidders must submit proof, in the form of reference letters and supporting evidence confirming compliant review of objections and appeals as the designated Municipal Valuer – 0 GV Project = 0 points 5 GV Projects = 5 points	5	
ITEM	FUNCTIONALITY	POINTS	Reference Page number Applicable
5. Experience in GIS and property data management	The GIS technician must have appropriate professional qualification, and his/her CV must reflect professional experience within the general valuation space. 5 years = 1 point 8 years = 3 points 11 and above = 5 points Proof of qualification must be submitted	5	
6. General Valuation/ Maintaining Valuation Rolls project management	The Project leader must have a Project Management qualification, and his/her CV must reflect professional experience in the general valuation space. No proof = 0 point Proof = 5 points Proof of qualification must be submitted	5	
7.	The nominated Municipal Valuer must be a Director of the Company and permanently employed by the tenderer, or alternatively, be a shareholder of the tendering entity. Documentary proof of such status must be provided. No proof = 0 point Proof = 5 points CIPC registration document and organogram must be submitted	5	
A - TOTAL		50	

B.			
ITEM	FUNCTIONALITY	POINTS	Reference Page number Applicable
1. Project methodology and technical approach	<p>Provision of General Valuation Project methodology/technical approach which meets best practice, relevant standards and the bid specifications. It is a recommendation that the bidder indicates a clear understanding of the MSCOA compliance requirements. The methodology must be clearly linked to the MSCOA framework</p> <p>The project methodology is poor and does not address project objectives = 5</p> <p>The approach is generic with limited details = 8 The methodology is specifically tailored to address the prescribed project objectives & is sufficiently flexible to accommodate project changes = 10</p>	10	
2. Project Plan	<p>The project plan must be read in conjunction with the project methodology. This should form the basis of the scope of work and should clearly identify project milestones and deliverables.</p> <p>The work plan omits important tasks and doesn't take cognisance of statutory requirements = 5</p> <p>All key activities are included but are not sufficiently detailed. There are minor inconsistencies between project deliverables and the project approach = 8 The project plan is well defined indicating that the Bidder has optimized the use of resources. The work plan has flexibility to accommodate changes= 10</p>	10	
ITEM	FUNCTIONALITY	POINTS	Reference Page number Applicable
3. Roll maintenance methodology and approach	<p>Provision of a comprehensive methodology for undertaking roll reviews and updating the valuation roll in terms of Section 78, MPRA.</p> <p>The Bidder refers to quarterly supplementary valuation rolls as roll maintenance = 1</p> <p>The Bidder provides details of the compliance with section 78 roll updating provisions in broad detail = 3</p> <p>The Bidder provides a comprehensive approach document detailing roll updating and preparation of supplementary valuations on a real time basis = 5</p>	5	
4. Quality Assurance (QA) plan & roll review approach	<p>Provision of a Quality Assurance implementation plan with project phase details and process flow to include data collection/capture, sales review, value generation, draft roll value review and roll finalization.</p> <p>The quality assurance plan is poor and does not address project objectives = 3</p> <p>The approach is generic with limited details with respect to the quality assurance requirements of the different project phases/activities= 5</p> <p>The quality assurance plan is specifically tailored to address the prescribed project objectives & includes a clear approach for reviewing the draft valuation roll = 10</p>	10	

5. Valuation Roll Management System (VRMS)	<p>Provision of trade references from a local or metropolitan municipality confirming that the bidder has working experience on VRMS or a written undertaking that the Bidder will work on the system.</p> <p style="text-align: right;">0 references = 0 2 references = 5 4 references and more = 10</p> <p>Letter of undertaking to work on VRMS</p>	10	
6. Western Cape Office	<p>Bidders must have an office in the Western Cape. These criteria must be proved through the provision of a letterhead with details of the office's physical address and a copy of the municipal account, not older than 3 months. If the premises are leased, then a copy of the lease agreement is required as proof of the office address</p> <p style="text-align: right;">No Proof of address = 0 Proof of address = 5</p>	5	
B - TOTAL		50	

PRICING SCHEDULE:

Q116/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.

PRICES MUST BE SUPPLIED IN THE FOLLOWING SEQUENCE AND FORMAT

- 1) The Bidder must complete the Pricing Schedule below and the cost of the Bid is to be inserted under "GRAND TOTAL COST OF BID" which will be the full and final Bid price.
- 2) The Project Work Programme and cash flow will be managed with reference to Pricing Schedule below and finalised with the Bidder if the Bidder is appointed as the service provider.
- 3) A property count based on the current valuation roll has been included for pricing divided into their categories of property identified (or if available the property use) in the consolidated valuation roll.
- 4) The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept a bid in whole or any part. The municipality further reserves the right not to award this bid.
- 5) Bidders must be fully acquainted with and implement all legislative amendments, policies, guidelines and standards impacting on the MPRA in support of this bid.

Signature of Bidder

1. PRICING SCHEDULE PER ITEM AND QUANTITY

No	Description	Unit	Qty	Bid Rate excl VAT	Bid Amount (R) excl VAT	Comments
PART A: SCHEDULE OF FIXED AMOUNTS: SUPPLEMENTARY VALUATION BID						
1.	Project Management Function					
1.1.	Project Management Function	Fixed cost item	1			
1.2.	Monthly Progress Reports	Fixed cost item	1			
2.	Project Office & Project Establishment					
2.1.	Draft and Finalise Project Contract; project program and project cash flow plan aligned with the project objectives and pricing schedule	Fixed cost item	1			
2.2.	Finalise Sub-Contract Agreements	Fixed cost item	1			
2.3.	Establish Project Office and Infrastructure	Fixed cost item	1			
2.4.	Projects Office Overheads	Fixed cost item	1			
2.5.	Project Office IT Infrastructure Cost	Fixed cost item	1			
3.	Valuation Roll Management System (VRMS) to be read with bid specification					
3.1.2	Vehicle Travel Cost according to AA tariffs					
3.1.3	Accommodation/Night					
3.2.	SV Maintenance Year 1 (1 st July 2026 – 30 th June 2027) Data extracts	Fixed cost item	1			
	SV Maintenance Year 1 Data upload on the Phoenix Financial System and user support	Fixed cost item	1			
3.4	The Printing & Binding Cost of the SV	Fixed cost item	1			
3.5	Vehicle Travel Cost according to AA tariffs					
3.6	Accommodation/Night					

Signature of Bidder

	* All supplementary valuations must be done on the VRMS to be MSCOA compliant					
4.	Geospatial Property Register					
4.1.	To be supplied and maintained by the service provider for the duration of the project. The format of the register geospatial data must be in shape file and/or geodatabase format.	Fixed cost item	1			
No	Description	Unit	Qty	Bid Rate excl VAT	Bid Amount (R) excl VAT	Comments
5.1.	Residential Contract Sales Review/Markert Report & valuation Methodology Report 1) Initial market report and (2) final market report	Fixed cost item	1			
5.2.	Non-Residential Contract Sales Review/Market Report & Valuation Methodology Reports: 1) Initial market report and (2) final market report	Fixed cost item	1			
6.1.	A reconciliation will be done using the rates for processing objections and appeals	Fixed cost item	1			
6.2.	Bidders will only be paid for the actual number of objections and appeals processed.	Fixed cost item	1			
SUB-TOTAL PART A						

 Signature of Bidder

No	Description	Unit	Qty	Bid Rate excl VAT	Bid Amount (R) excl VAT	Comments
7.	PART B: SCHEDULE OF PROPERTY PER CATEGORY: SUPPLEMENTARY VALUATION BID					
	Current rates categories as supplied by the Municipality					Bidders should note that the municipality requires multiple use category to be included in the General Valuation Roll
	Agriculture	Per property	1524			
	Protected Area	Per property	164			
	Public Benefit Organisations	Per property	15			
	Public Service Infrastructure	Per property	728			
	Public Service Purpose	Per property	46			
	Residential	Per property	6238			
	Vacant Residential	Per property	1227			
	Vacant Bussiness	Per property	33			
	Business/Commercial	Per property	614			
	Commercial Guest House	Per property	0			

 Signature of Bidder

	Industrial	Per property	5			
	Municipal	Per property	0			
	Place of Worship	Per property	39			
	Private Public Open Space	Per property	30			
	Private Road	Per property	0			
	Private Township Owner	Per property	0			
	Multiple Purpose	Per property	2			
	Grand Total		10665			
SUB -TOTAL PART B						

No	Description	Unit	Qty	Bid Rate excl VAT	Bid Amount (R) excl VAT	Comments
8.	PART C: VALUATION ROLL MAINTENANCE BID					
8.1.	Updating of valuation rolls: Perform the function of the Municipal Valuer, preparation of supplementary valuations and preparation of a quarterly supplementary valuation roll	Quarterly Fee (Year 1)	4			
8.2.	Supplementary Valuation Roll report: Includes body of evidence to confirm MPRA compliance and full review, objection and appeals processing one roll per quarter (First Financial Year after GV effective date).	Quarterly Fee (Year 1)	4			
8.3.	Processing valuation reviews and objections.		50			
8.4.	Processing appeals.		5			

Signature of Bidder

8.5	Deeds Search/ search		1		
8.6	Distribution of Notices/ SV		1		
SUB -TOTAL PART C					
SUB TOTAL FIXED PRICE = PART A + PART B + PART C					
VAT @15%					
TOTAL (CARRIED OVER TO COVER PAGE)					

**PART D: SCHEDULE OF RATES: SUPPLEMENTARY VALUATION BID
(NOT PART OF BID PRICE) Must be priced for bid validity**

Item	Description	Unit	Qty	Comments	Bid Amount Incl. VAT
10.	Attendance at appeal board meetings by the Municipal Valuer or by the representative Assistant Municipal Valuer (by delegation) for appeal hearings and objection reviews.				
10.1.	Attendance at Appeal Board meetings by the Municipal Valuer, includes the preparation work per appeal.	Per Appeal	1		
10.2.	Attendance at Appeal Board meetings by the delegated Assistant Municipal Valuer. Includes the preparation work per appeal.	Per Appeal	1		
10.3.	Vehicle travel to attend appeal board hearings and any other meetings as requested by the municipality according to AA Tariffs				
10.4	Accommodation/Night				
11.	Added services (as required)				

Signature of Bidder

11.1.	Ad hoc valuation certificates	State the basis	1		
11.2.	Attending to Valuation and assisting the municipality in preparing an asset register for fixed property in terms of section 63 of the Municipal Finance Management Act 56 of 2003, GRAP and the asset management policy of the municipality.	Annual Fee	1		

Tenderer:

Date:

ANNEXURE 1: VRMS TECHNICAL SUPPORT
VRMS TECHNICAL SUPPORT

Project Phase	Year	Data extracts for Provincial & National Monitoring purpose (hrs)	Data upload	Rate per hour, on site consultancy support	Total yearly support incl VAT
Maintenance Year 1	From date of award – 30 th June 2027	12	96		
VRMS Training Cost at an hourly rate					

 Signature of Bidder

VRMS LISENCE FEE

Description	Years	Fee amount (VAT included)
VRMS Lisence Fee	Year 1	

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:

Signature of Bidder

MBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE CEDERBERG MUNICIPALITY					
BID NUMBER:	Q116/2025-2026	CLOSING DATE:	22 JUNE 2026	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION AND THE MAINTENANCE FOR THE SUPPLEMENTARY VALUATION ROLLS AND OTHER RELATED SERVICES FROM DATE OF AWARD UNTIL 30 JUNE 2027.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT VOORTREKKER ROAD 2A, CLANWILLIAM					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Finance		CONTACT PERSON	Xavier Goeieman	
CONTACT PERSON	N Damon		TELEPHONE NUMBER	027 482 8000	
TELEPHONE NUMBER	027 482 8000		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	noland@cederberg.gov.za			xavierg@cederberg.gov.za	

Signature of Bidder

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. QUOTATION SUBMISSION:

- 1.1. QUOTATION MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

Signature of Bidder

DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.....

.....

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

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

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

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

3.9.1 If yes, furnish particulars.....

Signature of Bidder

.....

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

3.10.1 If yes, furnish particulars.
.....

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

3.11.1 If yes, furnish particulars

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity Name of Bidder

.....
Name of Bidder

Signature of Bidder

MBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 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 (B-BBEE status level contribution and Locality).

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.4 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.

1.4.1 B-BBEE

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Signature of Bidder

1.4.2 LOCALITY

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:
 - municipal account registered in the name of the tenderer not older than 3 months;
- where the tenderer is not the owner of the property / business:
 - a valid lease agreement; or
 - affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
- where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.

1.5 The municipality 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 POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = 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 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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.

4.1.1 B-BBEE

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS FOR PREFERENCE (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non –compliant contributor	0

Signature of Bidder

4.1.2 LOCALITY

LOCALITY OF SUPPLIER	NUMBER OF POINTS FOR PREFERENCE (80/20)
Within the boundaries of the Cederberg Municipality	10
Within the boundaries of the West Coast District Municipality	5
Within the boundaries of the Western Cape	2
Outside the boundaries of Western Cape Province or failure to provide proof	0

4.2 DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

4.2.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4.1 AND 4.1.1

B-BBEE Status Level of Contribution: _____ (maximum of 10 points)

4.2.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4.2 AND 4.1.2

LOCALITY: _____ (maximum of 10 points)

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. 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]

Signature of Bidder

5.4 MUNICIPAL INFORMATION

Municipality where business is situated: _____

STREET ADDRESS OF BUSINESS:

REGISTERED MUNICIPAL ACCOUNT NUMBER: _____

5.5 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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

SECTION 6

MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

- 1. I hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
(i) Bidding documents, viz
- Invitation to bid;
- Proof of Tax Compliance Status;
- Pricing schedule(s);
- Technical Specification(s);
- Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
- Declaration of interest;
- Declaration of bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Certificate for payment of municipal service
- Declaration / consent for the protection of personal information
- Special Conditions of Contract;
(ii) General Conditions of Contract; and
(iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES
1
2.
DATE:

Signature of Bidder

SECTION 6: CONTRACT FORM - PURCHASE OF GOODS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating delivery instructions is forthcoming.
- 3. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

- 4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

Signature of Bidder

MBD 8

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:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - been convicted for fraud or corruption during the past five years;
 - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alter</i> "-am partem rule was applied). 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.	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)? 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.	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:		

 Signature of Bidder

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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

Signature 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.

Signature of Bidder

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

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.

Signature of Bidder

AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr / Mrs acting in his/her capacity as of the business trading as to sign all documentation in connection with Quotation

NAME OF MEMBERS / DIRECTORS	SIGNATURE	DATE

Note: If bidders attached a copy of their Authorised Signatory is it not necessary to complete this form.

Signature of Bidder

MUNICIPAL RATES AND SERVICES

Names of Directors/Partners/Senior Managers	Physical residential address of the Director/Partner/Senior Manager	Residential Municipal Account number(s)	Name of Municipality

NB: Please attach copy/copies of Municipal Account(s)

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Signature of Bidder

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES
--

DECLARATION IN TERMS OF PARAGRAPH 37.1.4.1 OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE CEDERBERG MUNICIPALITY

I, _____, _____ (full name and ID no.), hereby acknowledge that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the Cederberg Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

SIGNATURE	POSITION	DATE

Signature of Bidder