

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS



OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
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Amahlathi Local Municipality

14 AUGUST 2025

BID NOTICE

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS

Kindly furnish the municipality with a written quotation for the supply and delivery for master padlocks and keys as detailed in the enclosed schedule.

The minimum specifications are detailed in the RFQ document.

The quotation and completed bid documents must be placed in a sealed envelope endorsed "**BID NO.ALM/SCM/15/2025-26 SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS**"

Completed documents must be deposited in the bid box situated at Mzwandile Fanti Recreational Centre, No.12 Maclean Street, Stutterheim 4930 not later than **WEDNESDAY, 20 August 2025 at 12h00 pm.**

The following conditions will apply:

- [a] Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- [b] Price(s) quoted must be firm and must be inclusive of VAT.
- [c] A firm delivery period must be indicated.
- [d] for all transactions exceeding R15 000.00 tax reference number at SARS Pin must be furnished.
- [e] Attach, CSD Summary Report, Close Corporation (CK), Copies of Identity documents.
- [e] This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and Regulations of 2022 and for the ALM Specific Goals.
- [f] The Amahlathi Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
Failure to comply with these conditions may invalidate your offer.
- [g] Successful bidders will be required to register as supplier / service provider on the Central Supplier database (CSD) if not already registered.

Yours faithfully

.....
Director: Engineering Services
Mrs. N.W. Dlova

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS

MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE
SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS
TO THE REQUIREMENTS OF THE AMAHLATHI MUNICIPALITY

BID NUMBER:	ALM/SCM/15/2025-26	CLOSING DATE:	20 AUGUST 2025	CLOSING TIME:	12h00 pm
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DESCRIPTION:

- The successful bidder will be required to fill in and sign a written **Contract Form (MBD 7)**.
- Bid documents must be deposited in the bid box situated at **Mzwandile Fanti Recreational Centre, No.12 Maclean Street, Stutterheim**
- Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.
- The bid box is generally open during office hours.
- All bids must be submitted on the official forms – (not to be re-typed)
- This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract
- **NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations).**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

Name Of Bidder	
Postal Address	
Street Address	
Telephone Number	Code: Number:
Cell phone Number	
Facsimile Number	Code: Number:
e-mail Address	
Vat Registration Number	

Have you submitted the CSD Summary Report submitted (MBD 2)?	YES / NO
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Are you the accredited representative in South Africa for the good/Services offered	YES / NO (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER	
DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
TOTAL BID PRICE	
TOTAL NUMBER OF ITEMS OFFERED	

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO: ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

**The Amahlathi Municipality
Budget and Treasury Office
Supply Chain Management Unit**

Contact Person: Mr. S. Kambi
Tel: 043-683 5072
Fax: 043-683 2577

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mrs. M Majo
Tel: 043- 683 5066
Fax: 043- 683 2577
Email: MMajo@amahlathi.gov.za

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SPECIFICATION: TOWN PLANNING AND LED PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

As to control access to Substations, Electrical Kiosks, Mini Substation, RMUs and other electrical infrastructure; padlocks and cylinder locks are introduced in the electrical network. To achieve standardisation and rationalisation in securing and accessibly to Amahlathi Local Municipality's electrical infrastructure, a range of levels and approval are detailed in this document.

SCOPE

This specification covers Amahlathi Local Municipality's requirements for colour coded padlocks, cylinder locks and keys. Each metal used in a padlock shall be uniform in quality, chemical composition, hardness and strength, and shall be free from blowholes, scale, cracks and other deleterious defects. When anticorrosion padlocks are required, shackles may be made of a material that is softer than casehardened steel or stainless steel, to ensure the durability of the padlock. The integrity of the system shall, however, not be compromised in any way.

NORMATIVE REFERENCES

The following documents contain provisions that through reference in the text constitute requirements of this standard. At the time of publication the editions indicated were valid. All standards and specifications are subject to revision and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent editions of the documents listed below.

SANS 1533: *Standard specification for padlocks.*

SANS 4: *Locks, latches and associated furniture for doors (Domestic Type)*

SANS 26: *Zinc alloy die-castings*

SANS 200: *Copper alloy ingots and castings*

SANS 1303-1: *Wrought copper alloys Part 1: Chemical composition of copper-zinc alloys (non-leaded and leaded)*

SANS 9001: *Quality management systems — Requirements*

SANS 14001: *Environmental management systems — Requirements with guidance for use*

DEFINITIONS

The definitions and abbreviations in the above documents (Normative Reference) shall apply to this specification.

PADLOCK

General

- 4.1.1 The padlock shall be suitable for master keying and have key-alike facilities.
- 4.1.2 The padlock shall have spring opening, self-locking shackles.
- 4.1.3 The key shall be removable in the unlocked position of the shackle.
- 4.1.4 The padlock shall have a low-cost scrap value.
- 4.1.5 Brass cylinder locks shall comply with the requirements of SANS 200 or SANS 1303-1.

Type

The padlock shall be **Type CP**, as per requirements of this document.

Note: Type CP: - a padlock that has a pin tumbler mechanism.

Category

The padlock shall be category 2, as according to SANS 1533, which details the following requirements:

- 4.3.1 at least 6 key pins.
- 4.3.2 key combinations of at least 2 000 key variations.
- 4.3.3 anti-picking pins (anti-picking rollers).
- 4.3.4 anti-picking plates, and stop pins, to prevent a probe from reaching the locking bolt(s); and
- 4.3.5 double locking bolts.

Case

- 4.4.1 A solid case shall be made in one piece, and the only openings shall be for inserting the shackle and the lock mechanism and, if necessary, for drainage. The diameter of a drainage hole shall not exceed 3 mm. Any other openings required during assembly of the padlock shall be individually plugged by pressing.

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4.4.2 The padlock's body shall be manufactured from steel and not brass.

4.4.3 The case shall have an indicative UV (Ultra Violate) resistance plastic, which shall be individually colour coded and weather-proof.

Colour

The padlock case shall be colour coded as follows:


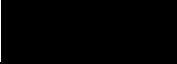



PADLOCK	COLOUR		MARKING / FUNCTION
A	BLUE		OPERATING LOCK
B	BLACK		MV LIVE CHAMBER
C	GREEN		MV PROHIBITED AREA
D	ORANGE		METER READING & LOW VOLTAGE
E	YELLOW		GENERAL

Table 1: Padlock colours and marking / function.

Shackle

4.7.1 The shackle shall be 8 mm² made from case hardened boron steel.

4.7.2 A shackle shall be ± 25 mm in diameter from the top body of the padlock.

4.7.3 Shackles shall lock at the toe and the heel, as determined by category in section 4.3. The slots in the shackle shall be so formed as to securely engage the locking bolt(s).

4.7.4 The tension in the bolt springs, when relevant, shall be such as to prevent any movement of the closed shackle that could compromise the security of the lock.

Keys

4.7.1 The key variations for a particular padlock shall be, without duplication of a particular step height on a single key.

4.7.2 The keys shall be constructed from high quality brass.

4.7.3 Any two steps of a key shall have a minimum difference of $\pm 0,4$ mm in step height, to prevent the key from passing when adjacent heights are transposed.

4.7.4 The key shall be clearly labelled A to E, according to the level of access, **A** being the highest access level, as shown in Table 1.

4.7.5 The identification characters shall be at least 2,5 mm high.

4.7.6 The key shall be removable in the unlocked position of the shackle.

Dimensions

A padlock shall be of the nominal size given in column 1, as required, and the diameter of the shackle shall be as given in column 2 of table2

1	2
Nominal size (L x B x H) (mm)	Minimum shackle diameter (mm)
$\pm 50 \times 25 \times 40$	8.0

Table 2: Typical dimensions of a padlock.

Padlock mechanisms

4.9.1 The padlock mechanism shall be of the pin tumbler cylinder type, with anti-pick mushrooms pins and security plates / pins.

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- 4.9.2 The number of anti-pick mushroom pins shall not be less than four.
 4.9.3 The number of anti-pick plates shall be provided.
 4.9.4 The pin springs shall be made of phosphor bronze.
 4.9.5 The mechanism shall be pre-lubricated with graphite paste.
 4.9.6 The mechanism shall be of a robust construction and shall not be prone to mechanical breakage.

Mechanical strength

The padlock shall comply with the mechanical tests outlined in SANS 1533. Section 6.2, which states; when a padlock is tested for resistance to tension the shackle shall not release from the locking bolts and the shackle pivot.

MATRIX

The below matrix illustrates the access level of the keys in relation to the coloured padlocks and cylinder locks.

PADLOCK	KEYS					
		A	B	C	D	E
	BLUE	X	X	X	X	X
	BLACK		X	X	X	X
	GREEN			X	X	X
	ORANGE				X	X
	YELLOW					X

Table 3: Level of access

MARKING, PACKING AND DOCUMENTATION

Documentation

- 8.3.1 Certification that the padlocks provided are suitable for use shall be provided.
 8.3.2 A detailed test reports confirming compliance with SANS 1533 shall be provided.
 8.3.3 In addition to the documentation required above, full technical information relating to the performance, construction of the padlocks and cylinder rim lock shall be supplied.

Samples

Amahlathi Local Municipality reserve the right to request samples prior to purchase, or as part of the tender process.

Reference Specification

SCSSCAAM8: Eskom specification for master locks and master keys for electrical and related equipment.

Padlock, General, Master, Laminated, with a Green PVC Outer Casing, having a 6 mm Diameter Shackle.
 Padlock, General, Master, Laminated, with a Green PVC Outer Casing, having a 6 mm Diameter Shackle.
 Padlock, General, Master, Laminated, with a Green PVC Outer Casing, having a 6 mm Diameter Shackle.

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BILLS OF QUANTITIES

Item	Short Description	Description	Unit	QTY	Total
1	Padlock + Key Operating Blue	Padlock, Operating, Master, Laminated, with a Blue PVC Outer Casing, having a 6 mm Diameter Shackle.	EA	10	R
2	Padlock + Key MV Live Chamber Black	Padlock, Medium Voltage Live Chamber, Master, Laminated, with Black PVC Outer Casing, having a 6mm Diameter Shackle.	EA	50	R
3	Padlock + Key MV Prohibited Area Green	Padlock, Medium Voltage, Master, Laminated, with a Green PVC Outer Casing, having a 6 mm Diameter Shackle.	EA	50	R
4	Padlock + Key Meter Reading & Low Voltage Orange	Padlock, Meter Reading, Master, Laminated, with an Orange PVC Outer Casing, having a 6 mm Diameter Shackle.	EA	400	R
5	Padlock + Key General Yellow	Padlock, General, Master, Laminated, with a Yellow PVC Outer Casing, having a 6 mm Diameter Shackle.	EA	50	R
TOTAL				560	R

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MBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

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

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	
TAXES INCLUDED)				** (ALL APPLICABLE

- Required by:

- At:

- Brand and Model

- Country of Origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery:

Firm/Not firm

- Delivery basis

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

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

*Delete if not applicable

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MBD 4

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) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with

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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, principal 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

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

This preference form must form part of all the 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 the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where:

Ps

=

Points scored for price of tender under consideration

Pt

=

Price of tender under consideration

Pmin

=

Price of lowest acceptable tender

$$Ps=90(1- \frac{Pt-Pmin}{Pmin})$$

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps=80(1+ \frac{Pt-Pmax}{Pmax})$$

Where:

Ps

=

Points scored for price of tender under consideration

Pt

=

Price of tender under consideration

Pmax

=

Price of highest acceptable tender

$$Ps=90(1+ \frac{Pt-Pmax}{Pmax})$$

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required documentation or Proof to claim points
Disabled	2		Confirmation from a medical practitioner
Youth	4		Certified copy of ID Document
Woman	4		Certified copy of ID Document
Military Veterans	4		Attach Proof
Local SMME's (ALM-6, ADM-4 & EC-3)	6		Proof of residence

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

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- 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 because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals 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 date of the 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;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - 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 services 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 fulfilment 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
.....

.....

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

....

2

....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - b. been convicted for fraud or corruption during the past five years.
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 of Restricted Suppliers as companies or persons 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 alteram partem</i> 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"/>

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

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.

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS

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.

REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS AND KEYS

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**REQUEST FOR FORMAL WRITTEN QUOTATION: SUPPLY AND DELIVERY FOR MASTER PADLOCKS
AND KEYS**

DIRECTOR'S PERSONAL DETAILS

[illegible]