



FORMAL WRITTEN PRICE QUOTATION

Q/NC062/04/2024-2025

NAMA KHOI MUNICIPALITY

NOTICE NUMBER: 56/2025

SERVICE OF FIRE EXTINGUISHERS WITHIN THE NAMA KHOI MUNICIPAL AREA

IMPORTANT NOTES TO BIDDERS:

- Formal written quotations must be properly received and deposit in the Tender box on or before the closing date and before the closing time at Quotation submission office, situated at the entrance to the Head office of Nama Khoi Municipality, 4 Namaqua Street, Springbok, 8240.
- No late bids will be accepted under any circumstances.
- Quotation offers must be submitted in a sealed envelope clearly reflecting the Quotation number and description as indicated above,
- Only original Formal written quotations will be accepted on the official document of the municipality.
- Do not dismember this bid document rather attached schedules and supporting documentation.
- In the event that a bidder is not registered for VAT and the bid is expected to exceed R 1 million, the bidder is expected to include a statement of intent to register for VAT.
- Bid documents of other bidders are not available to other bidders which may prejudice them in commercial competition.
- Quotation can be downloaded for free from:
www.namakhoy.gov.za (Documents – Supply Chain Information - Bid Invitation Adverts - Bid Invitation Advert 2024/2025)

To be completed by Bidder

Entity name:		Address	
Registration Number:			
Telephone:		Delivery Period	
Fax:		CSD Registration number	
Email:		Representative appointed by resolution:	

Starting Date: 27 June 2025

Site information/clarification meeting: None

Closing Date: 10 July 2025

Closing Time: 12:00 Midday

Contact the SCM Unit on advice on completing the bid documentation Acting Senior Accountant SCM Ms. Candice Rabie
– (027) 718 8210

Technical specification enquiries:
Mr. Vernon Swartbooi (027) 718 8100

SCM Officials in attendance at the opening of the Bids

	Name	Signature
1.		
2.		

NAMA KHOI MUNICIPALITY

Part	Contents	Pages
1	Quotation notice and invitation to bid	3
2	Standard Conditions Of Quotation / Instructions To Bidders	4 – 15
3	Returnable Documents	16
4	Part A: Invitation To Bid (MBD 1)	17 - 18
5	Part B: Terms And Conditions For Bidding	19
6	Original tax clearance certificate requirements (MBD 2)	20
7	Pricing schedule – firm prices (Services) (MBD 3.3)	21
8	Declaration of interest – Employees in the service of the State (MBD 4)	22 – 24
9	Preference points claim form in terms of the preferential procurement regulations (MBD 6.1)	25 – 30
10	Declaration for Local Content (MBD 6.2) - NOT APPLICABLE	31
11	Declaration of bidder's past supply chain management practices (MBD 8)	32 – 33
12	Certificate of independent bid determination (MBD 9)	34
13	Declaration on state of municipal accounts at all municipalities of the bidder (SCM 1)	35
14	Pricing instructions and schedule	36-44
15	Scope of Works / Specifications	45-50
DOCUMENTS TO BE ATTACHED		51 – 56

NAMA KHOI MUNICIPALITY

INVITATION TO BID



(SCOPE OF PROCUREMENT SERIES – BETWEEN R 30,000 AND R 300,000)

NOTICE NO.: 56/2025

BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025 **Closing Date:** 10 July 2025 **Closing Time:** 12:00 Midday

SPECIFICATION ENQUIRIES: Mr. Vernon Swartbooi (027) 718 8100

SERVICE OF FIRE EXTINGUISHERS WITHIN THE NAMA KHOI MUNICIPAL AREA

Formal written quotations are hereby invited for the **SERVICE OF FIRE EXTINGUISHERS WITHIN THE NAMA KHOI MUNICIPAL AREA** as described in the specifications of the Bid documents.

Quotation documents and specifications are available for free from the municipal website. (www.namakhoy.gov.za) (Documents – Supply Chain Information - Bid Invitation Adverts - Bid Invitation Advert 2024/2025)

Tenders / Quotations must be handed in at Nama Khoi Municipality, 4 Namaqua Street, Springbok, 8240 on /or before **12:00 (midday) on Thursday, 10 July 2025**. Forms, **MBD 1, MBD 3.2, MBD 4, MBD 5, MBD 6.1, MBD 6.2, MBD 8, MBD 9, SCM 1, SCM 2** and other schedules must be completed in the prescribed bid document.

In case of a transaction with a value of R 30 000 or more (including VAT), the Municipality follows the Procurement Policy where 80 points are awarded for price and 20 points for specific goals. Furthermore formal written quotations be evaluated in terms of the Supply Chain Management Policy and Preferential Procurement Policy of the municipality. More information is available from the Acting Senior Supply Chain Management Practitioner (Ms. Candice Rabie) obtained from telephone number (027) 718 8210.

The following conditions will apply:

- Bidders must be registered on the Central Supplier Database of National Treasury OCPO. www.csd.gov.za
- Bidders must be registered at South African Qualification and Committee for fire industry (SAQCC Fire) and proof of professional registration must be provided with the tender documents.
- Bidder must provide a SABS Certificate.
- The municipality may not make any award to a person
 - (a) who is in the service of the state or,
 - (b) where a director, manager, principal shareholder or stakeholder of a juristic entity is in the service of the state
 - (c) who is an advisor or consultant contracted with the municipality.
- Local Content and Production is not applicable for this formal quotation.
- The Municipal Accounts of the company and its directors must be submitted with the quotation.
- No quotation will be considered from any person or company within the past five years:
 - (a) been convicted fraud, corruption or a criminal offence or
 - (b) has had a municipal or government contract suspended, terminated early or not successfully completed.

Late or incomplete formal quotations will not be accepted. Proof of dispatch of quotation will not be regarded as proof of receipt thereof.

The Municipality reserves the right to withdraw and / or to re-advertise or reject any quotation or partially accept it.

The Municipality does not bind itself to accept the lowest or any quotation.

J.I. SWARTZ

ACTING MUNICIPAL MANAGER

2. STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

ALL QUOTATION CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS QUOTATION SUBMISSION MAY BE DECLARED NON-RESPONSIVE.

2.1. General

- 2.1.1. No quotation will be considered unless submitted on this Nama Khoi Municipality Quotation document.
- 2.1.2. Any portion of the quotation document not completed will be interpreted as “not applicable”. Notwithstanding the foregoing, failure to complete any compulsory portion of the Quotation document may result in the Quotation being declared non-responsive.
- 2.1.3. Formal written quotations must be properly received and deposited in the designated Tender box (as detailed on the front page of this Quotation document) in the relevant Tender box at the Quotation Submission Office situated on the first floor, 4 Namakwa Street, Springbok, 8240 on or before the closing date and before the closing time. If the Quotation submission is too large to fit in the allocated box, please enquire at the public counter for assistance.
- 2.1.4. Nama Khoi Municipality reserves the right to accept:
 - (a) or reject any variation, deviation, Quotation offer, or alternative Quotation offer, and may cancel the Quotation process and reject all Quotation offers at any time before the formation of a contract. Nama Khoi Municipality shall not accept or incur any liability to a Bidder for such cancellation and rejection, but will give written reasons for such action upon receipt of a written request to do so.
 - (b) a Quotation offer which does not, in Nama Khoi Municipality’s opinion, materially and/or substantially deviate from the terms, conditions and specifications of the Quotation document.
 - (c) the entire Quotation or part of a Quotation or any item or part of any item, or to accept more than one Quotation (in the event of a number of items being offered), and Nama Khoi Municipality is not obliged to accept the lowest or any Quotation.
- 2.1.5. Nama Khoi Municipality shall not consider Formal written quotations that are received after the closing date and time for such a Quotation (late Formal written quotations).
- 2.1.6. Nama Khoi Municipality will not be held responsible for any expenses incurred by Bidders in preparing and submitting Formal written quotations.
- 2.1.7. Nama Khoi Municipality may, after the closing date, request additional information or clarification of Formal written quotations in writing.

- 2.1.8. A Bidder may request information, after the closing date, in accordance with the Promotion of Administrative Justice Act, Act 3 of 2000, and the Promotion of Access to Information Act, Act 2 of 2000.
- 2.1.9. A Bidder may request in writing, after the closing date, that the Quotation offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of Nama Khoi Municipality after consideration of the reasons for the withdrawal, which shall be fully set out by the Bidder in such written request for withdrawal.
- 2.1.10.
Should the Quotation offer be withdrawn in contravention of 2.1.9 above, the Bidder agrees that:
- (a) it shall be liable to Nama Khoi Municipality for any additional expense incurred or losses suffered by Nama Khoi Municipality in having either to accept another Quotation or, if new Formal written quotations have to be invited, the additional expenses incurred or losses suffered by the invitation of new Formal written quotations and the subsequent acceptance of any other Quotation;
 - (b) Nama Khoi Municipality shall also have the right to recover such additional expenses or losses by setting them off against any monies that may be due or become due to the Bidder under this or any other quotation or contract, or against any guarantee or deposit that may have been furnished by the Bidder, or on its behalf, for the due fulfilment of this or any other quotation or contract. Pending the ascertainment of the amount of such additional expenses or losses, Nama Khoi Municipality shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.
- 2.1.11.
The Bidder agrees that this Quotation and its acceptance shall be subject to the terms and conditions contained in Nama Khoi Municipality Supply Chain Management Policy ("SCM Policy")
- 2.1.12.
Notwithstanding any requests for confirmation of receipt of notices issued to the Bidders, the Bidder shall be deemed to have received such notice if Nama Khoi Municipality can show proof of transmission thereof via electronic mail, facsimile or registered post.
- 2.1.13.
Unless otherwise stated in this Quotation document, all information submitted by the Bidder contained in other documents for example, cover letters, brochures, catalogues etc. submitted with the Quotation offer, will not be considered during evaluation unless such documents have been recorded and referenced in **PART B: List of Other Documents Attached by Bidder.**

2.2. Resolutions and Authorities

A Quotation submitted:

- 2.2.1. by a registered company may not be considered unless accompanied by a resolution by the Directors of the company authorizing the Quotation to be made and the signatory to sign the Quotation on the company's behalf (Attach to **PART B**);
- 2.2.2. by a registered close corporation may not be considered unless accompanied by written authority from all the members of the close corporation authorizing the Quotation to be made and the signatory to sign the Quotation on the close corporation's behalf (Attach to **PART B**);
- 2.2.3. by a partnership/joint venture/consortium may not be considered unless accompanied by written authority from all parties to the partnership/joint venture/consortium authorizing the Quotation to be made and the signatory to sign the Quotation on the partnership/joint venture/consortium's behalf (Attach to **PART B**).

2.3. Partnerships/Joint Ventures(JV's)/Consortiums

In the case of partnerships/joint ventures/consortiums, a copy of the partnership/joint venture/consortium agreement must be submitted with the Quotation document. All parties/partners to the partnership/joint venture/consortium agreement must be registered on Nama Khoi Municipality's Vendor Database.

2.4. Validity Period

- 2.4.1. A Quotation submitted shall remain valid, irrevocable and open for acceptance by Nama Khoi Municipality for 30 (thirty) days.
- 2.4.2. A Quotation submitted shall further be deemed to remain valid after the expiry of the above mentioned 30 day period, until formal acceptance by Nama Khoi Municipality, unless Nama Khoi Municipality is notified in writing by the Bidder of anything to the contrary (including any further conditions the Bidder may introduce).
- 2.4.3. Any further conditions that the Bidder may introduce will be considered at the sole discretion of Nama Khoi Municipality.

2.5. Tax clearance

- 2.5.1. Bidders shall be registered and in good standing with the South African Revenue Service (SARS). In this regard, it is the responsibility of the Bidder to submit to Nama Khoi Municipality documentary evidence in the form of an original valid Tax Clearance Certificate issued by SARS.
- 2.5.2. Each party to a Partnership/Joint Venture/Consortium shall submit a separate Tax Clearance Certificate.
- 2.5.3. Bidders are to note that Nama Khoi Municipality will not award a contract to a Bidder whose tax matters are not in order.
- 2.5.4. Bidders that have a verified SARS e-filing notification that tax matters are in order may also submit within 10 days of being so requested by the municipality, an original and valid tax certificate.

2.6. Specific goals

2.6.1. The number of preference points shall be determined as stipulated in **PART B**.

2.7. Independent Bid Determination

2.7.1. Bidders must complete, sign and submit, together with their Quotation or upon being requested to do so in writing, a certificate of independent bid determination (**PART B**) Should the bidder fail to comply, the Quotation offer may be declared non-responsive.

2.7.2. Formal written quotations may also be declared non-responsive if it is determined on reasonable grounds or evidence that the Formal written quotations are submitted by Bidders:

- (a) who (notwithstanding having submitted duly completed certificates of independent Quotation determination) are nevertheless deemed to have knowledge of the contents of any other Bidder's offer and/or has submitted a certificate which is not true and correct in every respect;
- (b) in a horizontal relationship which has the effect of substantially preventing or lessening competition in a market, subject to the exceptions as set out in section 4(1)(a) of the Competitions Act, 89 of 1998;
- (c) who are presumed to be firms engaged in a restrictive horizontal practice as contemplated in section 4(1)(b) read with section 2 of the Competitions Act, 89 of 1998;
- (d) in a vertical relationship which has the effect of substantially preventing or lessening competition in a market, subject to the exceptions as set out in section 5(1) of the Competitions Act, 89 of 1998.

2.8. Fronting

2.8.1. Nama Khoi Municipality supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner.

2.8.2. Against this background, Nama Khoi Municipality condemn any form of fronting.

2.8.3. Nama Khoi Municipality, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Nama Khoi Municipality may have against the bidder / contractor concerned.

2.9. Prohibited practices

- 2.9.1. In terms of section 4 (1) 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:
- directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- 2.9.2. If a bidder(s) or contractor(s), in the judgment of the purchaser, has / have engaged in any of the restrictive practices referred to above, the purchaser may refer the matter to Special Requirement and Conditions of Contract the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 2.9.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of any of the restrictive practices 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.

2.10. Undertaking – not being actual manufacturer of products

- 2.10.1.
In the event of the bidder not being the actual manufacturer and will be sourcing the products from another company, a letter from that entity/ supplier(s) confirming firm supplier arrangement(s) including lead times in this regard, must accompany your bid at the closing time and date.
- 2.10.2.
The said company/ manufacturer/ supplier issuing the letter must confirm that it has familiarized itself with the item description/ specifications and bid conditions and if the bid consist of more than one item, it should be clearly indicated i.r.o which item(s) the supportive letter has been issued.
- 2.10.3.
It must be indicated in the letter that all the terms and conditions are mutually agreed upon.

2.11. Counter conditions

- 2.11.1. Bidders attention is drawn to the fact that amendments to any Special Conditions by bidders will result in the invalidation of such bids.

2.12. Inducements, rewards, gifts and other abuses of the Supply Chain Management System

2.12.1.

No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may directly or indirectly through a representative or intermediary promise, offer or grant:

- a) any inducement or reward to Nama Khoi Municipality for or in connection with the award of a contract; or
- b) any reward, gift, favor or hospitality to any official or any other role player involved in the implementation of the supply chain management policy.

2.12.2.

No person may influence or interfere with the work of any Nama Khoi Municipality officials involved in the Quotation process in order to *inter alia*:

- a) influence the process and/or outcome of a bid;
- b) incite breach of confidentiality and/or the offering of bribes;
- c) cause over and under invoicing;
- d) influence the choice of procurement method or technical standards;
- e) influence any Nama Khoi Municipality Official in any way which may secure an unfair advantage during or at any stage of the procurement process.

2.12.3.

Abuse of the Supply Chain Management System is not permitted and may result in the Quotation being rejected, cancellation of the contract, “blacklisting” and/or any such remedies as determined by the municipality’s SCM Policy and the Blacklisting Policy.

2.13. Declarations and authorization

Bidders are required to complete all statutory declarations and authorizations in the schedules attached hereto failing which the Quotation may be disqualified in terms of Evaluation Criteria.

2.14. Expenses due to the preparation and submission of bid documents

Nama Khoi Municipality shall not be liable for any expenses or losses incurred by the Bidder/bidder due to visiting the site or municipal area and the preparation and/or submission of the Quotation/bid documents.

2.15. Acceptance or rejection of bids

Nama Khoi Municipality is not compelled to accept the lowest or any Quotation/bid and reserves the right to accept any Quotation/bid.

2.16. Awards to Bidders who are not the highest ranked

2.16.1.

Normally the Bidder that scores the highest number of adjudication points must be recommended for acceptance, unless objective criteria justify the acceptance of another Quotation.

2.16.2.

The bidder will still have to satisfy objective criteria which may include the following:

- (a) The bidder has demonstrated that it has the necessary resources and skills required to fulfill its obligations in terms of the Quotation document;
- (b) It does not pose any commercial or legal risk to Nama Khoi Municipality;
- (c) It is not currently subject to action in accordance with the SCM Policy.

2.17. Quantities, orders and delivery

2.17.1. Delivery adherence

- (a) Firm delivery periods should be indicated for the duration of the contract. All-inclusive delivery price should be specified.
- (b) Delivering of products must be made in accordance with instructions appearing on the official order.
- (c) All deliveries must be accompanied by a delivery note stating official order number against which the delivery has been affected.
- (d) In respect of items awarded to them bidders must adhere strictly to delivery periods Tendered by them in their bids.
- (e) Deliveries not complying with the order will be returned to the contractor at the contractor's expense.

2.17.2. Quantities and orders

- (a) The supplier should not deviate from the order issued.
- (b) The municipality is under no obligation to purchase any stock/ or service in excess of indicated quantities of each item.

2.18. Product adherence

In the event that a bidder offers a specific brand against an item and the item is subsequently awarded to the bidder, it is required of the successful bidder to achieve to the brand awarded throughout the contract period. In the event that the brand is discontinued, the municipality should be notified of such occurrence.

2.19. Reporting and performance measures

The following performance measures are applicable to this contract and should be adhered to by the successful bidder.

2.19.1. Supplier measures

- (a) Delivery period adherence and quality adherence
- (b) Open item statement from the beginning of contract with reference to every order from Nama Khoi Municipality.

2.19.2. End user measures

- (a) Payment will be made on time payment in terms of MFMA. Nama Khoi Municipality will settle accounts within 30 days after receipt of a valid tax invoice or statement in terms of the MFMA.
- (b) Orders will be placed on time.

2.20. Alterations to bid documents

Do not make any alterations or additions to the bid document, except as to comply with instructions issued by the municipality, or to make the necessary corrections made by the bidder. All signatories to the Quotation offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

2.21. Alternative Quotation offers

2.21.1.

Alternative bids can be submitted provided that an acceptable bid, which complies with the bid conditions and specifications and submitted strictly in accordance with the bid documents, is also submitted.

2.21.2.

An alternative bid shall be submitted on a separate complete set of bid documents or in accordance with such conditions as may be set out in the bid document and shall be clearly marked "Alternative Bid" to distinguish it from the acceptable bid referred to above.

2.21.3.

All acceptable bids (excluding alternative bids) shall first be evaluated in accordance with the bid conditions and ranked. Only the alternative of the highest ranked acceptable bid (that is, submitted by the same bidder) may be considered, and if appropriate, recommended for award.

2.21.4.

Alternative bids of any but the highest ranked acceptable Quotation, shall not be considered.

2.21.5.

If the alternative bid of the highest ranked acceptable Quotation is considered to have merit, then the alternative bid shall be ranked along with all of the acceptable Formal written quotations received.

2.21.6.

An alternative of the highest ranked acceptable Quotation that is priced higher than the first ranked Quotation may be recommended for award, provided that the ranking of the alternative bid is higher than the ranking of the next ranked acceptable Quotation.

2.21.7.

Nama Khoi Municipality however will not be bound to consider alternative bids.

2.22. Closing date

2.22.1.

Please ensure that your bid is submitted within the closing date and time of the bid. Accept that proof of posting will not be accepted as proof of delivery.

2.22.2.

Accept that if the employer extends the closing date and time stated in the bid documents for any reason, the requirements of these conditions of Quotation apply equally to the extended deadline.

2.23. Issue Addenda and Extension of Closing Date/Time

2.23.1.

If necessary, the Municipality may issue addenda that may amend or amplify the Quotation documents to each Bidder during the period from the date the Bidder documents are available until seven days before the Quotation closing time stated in the Quotation documents. If, as a result, a Bidder applies for an extension to the closing time stated in the Quotation Documents, the Municipality may grant such extension and shall then notify all Bidders who drew documents.

2.23.2.

The register of entities that has drawn Quotation documents shall be used as the distribution list for any addenda. Each person/entity who collects Quotation documents must supply an e-mail address written legibly with each character clearly identifiable. The Municipality may inform the Bidders by way of an e-mail to such e-mail address. Where the Municipality transmits an e-mail to such address, incorrect addresses due to legibility shall be the Bidders risk.

2.23.3.

Notwithstanding any request for confirmation of receipt of Addenda issued, the Bidder shall be deemed to have received such addenda if the Municipality can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

2.23.4.

The Municipality may on reasonable grounds extend the closing date/time stated in the Quotation Documents, by notifying all Bidders who drew or downloaded documents as set out in clause 3.25.2 above.

2.24. Invalid Formal written quotations

The Municipal Manager shall consider the bids received and shall note for inclusion in the evaluation report a bidder whose Quotation is considered by the Municipal Manager to be invalid and eliminated from further evaluation for any of the following reasons:

2.24.1.

the Quotation, including the Quotation amount, where applicable, is not submitted on the official Form of Offer

2.24.2.

the Quotation document is not completed in non-erasable handwritten, or printed, ink or toner;

2.24.3.

the Form of Offer has not been signed;

2.24.4.

the Form of Offer is signed, but the name of the Bidder is not stated, or is indecipherable;

2.24.5.

if in a two envelope system, the Bidder fails to submit a separately sealed financial offer/Quotation.

2.25. Non-Responsive Formal written quotations

2.25.1.

Valid Formal written quotations will be declared non-responsive and eliminated from further evaluation if:

- a) The Bidder has been listed on the National Treasury's Register for Quotation Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
- b) The Bidder is prohibited from doing business with the Nama Khoi municipality in terms of the SCM Policy.
- c) The Quotation does not comply with the Specification(s).
- d) The Quotation does not comply with the instructions as contained in the Price Schedule and/or **Contract Price Adjustment and Rate of Exchange Variation** (where applicable).
- e) The Bidder has not achieved the minimum functionality scoring/points as set out in the Quotation document (if applicable).
- f) The Bidder is a person, advisor or corporate entity involved with the Bid Specification Committee or director/member of such a corporate entity and is therefore prohibited from bidding for any resulting contracts.
- g) The Bidder does not submit prices for all Items.
- h) The Bidder does not submit firm prices for each of the contract. (As indicated in the Price Schedule)

2.25.2.

Formal written quotations will be declared non-responsive if the Bidder fails to adhere to a written request (within the specified period set out in such request) to:

- a) Comply with the general conditions applicable to Formal written quotations as set out in the SCM Policy;
- b) Comply with one or more of the provisions contained in the Conditions of Quotation;
- c) Comply with any other terms and conditions of the Quotation as contained in the bid document;
- d) Complete and/or sign any declarations and/or authorizations;
- e) Submit an original and valid tax clearance certificate from the South African Revenue Services (SARS) certifying that the taxes of the Bidder are in order;
- f) Comply with any applicable Bargaining Council agreements;
- g) The bidder and/or company's municipal rates and taxes account is in arrears for more than 90 days.
- h) Submit an incomplete document (All MBD forms must be completed and signed).

2.25.3.

Clause 2.25.2 above is not a closed list, and requests may include but are not limited to – the items referred to in a) to f) above.

2.26. Evaluation of Formal written price quotations

2.26.1. All Formal written quotations received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying Supply Chain Management Regulations), Nama Khoi Municipality's SCM Policies, and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).

2.26.2. Points for price will be allocated in accordance with the formula stipulated in legislation above, 80/20 based on the sum of the prices in relation to the estimated minimum quantities. 20 Points will be awarded for specific goals.

2.27. Negotiations with preferred bidders

2.27.1. The Municipal Manager (or his delegated authority) may authorize the negotiation of the final terms of a contract with Bidders identified through a competitive bidding process as preferred Bidder provided that such negotiation:

- (a) does not allow any preferred Bidder a second or unfair opportunity;
- (b) is not to the detriment of any other Bidder; and
- (c) does not lead to a higher price than the Quotation as submitted.

2.27.2. Minutes of such negotiations must be kept for record purposes.

2.27.3. If negotiations fail to result in acceptable contract terms, the Municipal Manager (or his delegated authority) may terminate the negotiations and invite the next ranked Bidder for negotiations. The original preferred Bidder should be informed of the reasons for termination of the negotiations. Once negotiations have commenced with the next ranked Bidder, earlier negotiations may not be reopened by the Nama Khoi Municipality.

2.27.4. The provisions of clauses 2.27.1 to 2.27.3 shall apply to the invitation to negotiate of the next ranked Bidder, mutatis mutandis.

2.28. Taking action due to non-performance

Where the employer terminates the contract due to default of the contractor or supplier in whole or in part, the employer may decide may impose a restriction penalty on the contractor in terms of Section 13 of the Preferential Procurement Regulations on supplier or contractor.



RETURNABLE DOCUMENTS

1. INVITATION TO BID (MBD 1)
2. ORIGINAL TAX CLEARANCE CERTIFICATE REQUIREMENTS (MBD 2)
3. PRICING SCHEDULE – FIRM PRICES (SERVICES) (MBD 3.3)
4. DECLARATION OF INTEREST – EMPLOYEES IN THE SERVICE OF THE STATE (MBD 4)
5. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)
6. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2) **NOT APPLICABLE**
7. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)
8. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)
9. DECLARATION ON STATE OF MUNICIPAL ACCOUNTS AT ALL MUNICIPALITIES (SCM 1)
10. PRICING SCHEDULE
11. CSD REGISTRATION REPORT

1. INVITATION TO BID (MBD 1)

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	Q/NC062/04/2024-2025	CLOSING DATE:	10 July 2025	CLOSING TIME:	12:00 Midday
DESCRIPTION	SERVICE OF FIRE EXTINGUISHERS WITHIN THE NAMA KHOI MUNICIPAL AREA				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED
AT (STREET ADDRESS

The Municipal Manager, 4 Namaqua Street, Springbok, 8240

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:	

Specific Goals:

The bidder must submit the following three (3) documents to earn points out of 10 for the specific goal 1: % Black ownership

1. Service Provider must submit proof of ownership of the enterprise or
1. Ownership Certificate issued by the Companies and Intellectual Property Commission
2. Affidavit stating the race and % of the company's owner(s)
3. Certified ID (not older than 6 months)

Failure to submit all 3 documents will result in 0 points allocation for specific goal 1.

The bidder must submit the following documents to earn points out of 10 for specific goal 2: Locality

1. Service Provider must submit proof of address with a municipal account or
2. Proof of registered business address

Note: Nama Khoi Local Municipality will reserve the right to use all available information at its disposal including conducting site visits and inspections to verify a bidder's claim of having a local office within the Nama Khoi Municipal Area.

Note: Failure to submit the above-mentioned proof of address documents will result in 0 points allocation for specific goal 2.

Attached

☐ Yes

☐ No

Attached

☐ Yes

☐ No

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID 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	Supply Chain Management Unit	DEPARTMENT	Community Services
CONTACT PERSON	Candice Rabie	CONTACT PERSON	Vernon Swartbooi
TELEPHONE NUMBER	027 718 8210	TELEPHONE NUMBER	027 718 8100
E-MAIL ADDRESS	candice.rabie@namakhoi.gov.za	E-MAIL ADDRESS	vernon.swartbooi@namakhoi.gov.za

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED. 1.3. THIS BID IS SUBJECT TO THE 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.										
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										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> 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.	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
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									

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:

2. TAX CLEARANCE CERTIFICATE REQUIREMENTS (MBD 2)

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

- 2.1. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 2.2. In order to meet this requirement bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2.3. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2.4. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 2.5. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 2.6. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 2.7. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 2.8. Nama Khoi Municipality reserves the right to check with SARS if a tax certificate is valid or not.
- 2.9. Attached original tax certificate to this returnable schedule.

3. PRICING SCHEDULE – FIRM PRICES (SERVICES) MBD 3.3

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

- 3.1. Only firm prices will be accepted.
- 3.2. Non-firm prices including prices subject to rates of exchange will not be considered.
- 3.3. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.4. Offer must be valid for **30 days** from the closing date of the bid.
- 3.5. The **total bid price amount** included taxes is: **R**_____
- 3.6. The **total bid price** included taxes in **words** is: _____
- 3.7. This service must be delivered within the Nama Khoi Municipal Area.
- 3.8. All the delivery / travel costs must be included in the bid price.
- 3.9. Period of delivery from the estimated date of contract and order being finalized
- Indicate **firm delivery period**
Working weeks _____ or Days _____
- 3.10. Does the offer comply with the specifications as required? **YES/NO.**
- 3.11. Complete the pricing schedule and transfer total price included taxes to paragraph 3.5 above.

4. DECLARATION OF INTEREST (MBD 4)

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

1. No bid will be accepted from persons in the service of the state.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6 Are you presently in the service of the state YES / NO

3.6.1 If so, furnish particulars.

.....

.....

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

3.7.1 If so, furnish particulars.

.....

.....

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

3.12 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this entity have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.12.1 If so, furnish particulars.

.....
.....

4.1. Full details of all the directors / trustees / members / shareholders.

Full Name of sole proprietor, partner, director, Manager, principal shareholder or stakeholder or member	ID Number	Name of Organ of state	Income Tax Number (Compulsory)	State Employee Number	
				Current	Within 12 months

Add list if this list is not sufficient.

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

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

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points as indicated below.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY OF NAMA KHOI MUNICIPALITY

This preference form must form part of all bids invited.

This tender is issued in accordance with the Preferential Procurement Regulations, 2022, issued under the Preferential Procurement Policy of Nama Khoi Local Municipality, preference points will be awarded based on a combination of price and specific goals identified in this bid document (MBD6.1).

While the bidder with the lowest acceptable price will score the highest points for price, the final award will be based on the highest overall points scored out of 100 – combining both price and specific goals. This ensures that the procurement process is not only cost effective but also transformative, equitable and aligned with the municipality's developmental priorities.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF PRICING AND SPECIFIC – GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

The formula to be utilised in calculating points scored for price are as follows (This applies to procurement of goods and services):

1.1 80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or below R50 million) (all applicable taxes included)]

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

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.

- A maximum of 20 points may be awarded to a tenderer for the specified goals for the tender.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal place.
- Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

1.2. 90/10 Preference point system [(for acquisition of goods or services with a Rand value above R50 million) (all applicable taxes included)]

$$P_s = 90 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

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.
- A maximum of 10 points may be awarded to a tenderer for the specified goals for the tender.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

1.3. Points for specific goals to promote economic development

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of a 100. A bid must not be disqualified from the bidding process if the bidder does not submit the required supporting documents. Such a bidder will score 0 out of 10 or 20 points for specific goals.

- (a) **Points for Specific Goals to include contracting with persons or categories of persons historically disadvantaged by unfair discrimination based on race will be allocated as follows:**

Note: Allocation of preference points based on specific goals chosen by an organ of state. In terms of Section 2(1)(b)(i) and (ii) state that 10 or 20 points may be allocated for specific goals as contemplated in paragraph (d). Therefore, in aligning the regulations with the Act, preference points must be allocated in terms of the specific goals as required by the Act.

SPECIFIC GOAL 1: Persons historically disadvantaged on the basis of race	Points Allocation	
	80/20	90/10
100% black owned	10	5
75% - 99% black ownership	8	4
60% - 74% black ownership	6	3
51% - 59% black ownership	4	2
0% - 50% black ownership	0	0

- (b) **Points for Specific goals to promote economic development (Locality) will be allocated as follows:**

SPECIFIC GOAL 2: Local area of supplier	Points Allocation	
	80/20	90/10
Within the boundaries of the Nama Khoi Municipality	10	5
Within the boundaries of Namakwa District Municipality	8	4
Within the boundaries of the Northern Cape	6	3
Within the boundaries of South Africa	4	2
Outside of the boundaries of South Africa	0	0

- a) The specification committee will make proposals if functionality points need to be used and the evaluation committee will approve a variation in the point system for a specific bid.
- b) For construction procurements the CIDB Act and Regulations are to be used for quotations / bids.

- Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.
- A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.
- Any combination of specific goals in Section 2(1)(d)(i) and (ii) may be used and the points must either add up to 10 points (for the 90/10 preference point system) or 20 points (for the 80/20 preference point system).

2. BID DECLARATION

2.1. Bidders who claim points in respect of Pricing and Specific Goals must complete the following documents to earn points:

(a) SPECIFIC GOAL 1: Persons historically disadvantaged on the basis of race ((3) three documents:

- Service Provider must submit proof of ownership of the enterprise or
 - Ownership Certificate issued by the Companies and Intellectual Property Commission
 - Affidavit stating the race and % of the company's owner(s)
 - Certified ID (not older than 6 months)
- PLEASE COMPLETE AFFIDAVIT BELOW AND SUBMIT WITH ABOVE REQUIRED DOCUMENTS:

Note: Failure to submit all 3 documents will result in 0 points allocation for specific goal 1.

(b) SPECIFIC GOAL 2: Local area of supplier

- Service Provider must submit proof of address with a municipal account or
- Proof of registered business address
- Note: Nama Khoi Local Municipality will reserve the right to use all available information at its disposal including conducting site visits and inspections to verify a bidder's claim of having a local office within the Nama Khoi Municipal Area.

Note: Failure to submit the above-mentioned proof of address documents will result in 0 points allocation for specific goal 2.



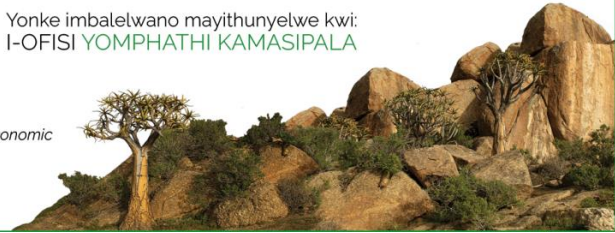
Nama Khoi Local Municipality

Posbus / P. O. Box 17
 Privaatsak / Private Bag X22
 SPRINGBOK, 8240
 TEL: 027 718 8100
 FAX: 027 712 1635
 EMAIL: info@namakhoi.gov.za
 WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die:
KANTOOR VAN DIE **MUNISIPALE BESTUURDER**
- All correspondence to be addresses to the:
OFFICE OF THE **MUNICIPAL MANAGER**
- Yonke imbalelwano mayithunyelwe kwi:
I-OFISI **YOMPHATHI KAMASIPALA**



SWORN AFFIDAVIT – % BLACK OWNERSHIP

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am an Owner of the following enterprise and am duly authorised to act on its behalf:

ENTERPRISE NAME:	
TRADING NAME (IF APPLICABLE):	
REGISTRATION NUMBER:	
VAT NUMBER:	
ENTERPRISE PHYSICAL ADDRESS:	
TYPE OF ENTITY (CC,(PTY)LTD, SOLE PROP etc.):	
NATURE OF BUSINESS:	

As per the B-BBEE Act, black people are defined as follows,

“black people” is a generic term which means Africans, Coloureds and Indians;

NO	OWNERS (FULL NAME AND SURNAME)	% OWNED IN COMPANY	RACE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

BLACK OWNERSHIP DECLARATION FOR PROCUMENT EVALUATION	INDICATE (✱)/(✓)
100% BLACK OWNED	
75% - 99% BLACK OWNERSHIP	
60% - 74% BLACK OWNERSHIP	
51% - 59% BLACK OWNERSHIP	
0% - 50% BLACK OWNERSHIP	

- Based on the above table, I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 6 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

Commissioner of Oaths Signature &
stamp Date:

**6. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND
CONTENT FOR DESIGNATED SECTORS (MBD 6.2)**

NOT APPLICABLE

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

NOTICE NO.: 56/2025
 BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

- 7.1. This declaration is used by Nama Khoi Municipality 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.
- 7.2. The bid of any bidder may be rejected if that bidder, or any of its directors have:
- (a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - (b) been convicted for fraud or corruption during the past five years;
 - (c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (d) been listed in the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 7.3. Where the bidder is a partnership/consortium/joint venture, each party to the partnership/consortium/ joint venture must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.
- 7.4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
7.4.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as a company or person prohibited from doing business with the public sector? Persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.	Yes ☐	No ☐
7.4.1.1	If so, furnish particulars:		
7.4.2	Is the bidder or any of its directors listed on the Register for Tender (Quotation) Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender (Quotation) Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐

7.4.2.1	If so, furnish particulars:		
7.4.3	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 ☐	No ☐
7.4.3.1	If so, furnish particulars:		
7.4.4	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 ☐	No ☐
7.4.4.1	If so, furnish particulars:		
7.4.5	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 ☐	No ☐
7.4.5.1	If so, furnish particulars:		

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Tender/Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

8. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

I, _____ the undersigned, in submitting this bid, Tender/Quotation No.: **Q/NC062/04/2024-2025**, in response to the invitation for the bid made by Nama Khoi Municipality do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of Bidder) That:

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, 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.
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.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

9. DECLARATION ON THE STATE MUNICIPAL ACCOUNTS AT ALL THE MUNICIPALITIES OF THE BIDDER (SCM1)

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

PLEASE ATTACH MUNICIPAL ACCOUNTS OR LEASE AGREEMENTS

- 9.1. The completion of this form is **COMPULSORY**, and failure to complete this form might result that this Tender/Quotation will not be considered.
- 9.2. The bidder:
- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Municipal Manager reject the Quotation of the bidder if any municipal rates and taxes or municipal service charges owed by the Bidder or any of its directors/members/partners to Nama Khoi Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
 - b) hereby certifies that the information set out in this schedule and/or attached thereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract. The bidder must complete or provide us with an additional schedule of information in the following format;

Physical Business addresses of the Bidder	Municipality	Municipal Account Numbers

Attached certified copies of municipal accounts not older than 3 months.

- 9.3. The bidder must complete or provide us with an additional schedule of information (Refer to schedule 13) of all its directors/ shareholders/ Managers/ Partners/Members etc.

Name of Director/ Member	ID Number	Physical Address	Municipality	Municipal Account Number

Attached certified copies of municipal accounts all directors or members not older than 3 months.

I/We declare that the abovementioned information is true and correct and that the above mentioned documents refer to in 9.2 and 9.3 are attached to this form:

(insert name of enterprise)

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

10. PRICING INSTRUCTIONS

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 Midday

1.1. General and rates

- 1.1.1. The price schedules has columns for unit rate, unconditional discount offered, discounted rate and estimated quantity.
- 1.1.2. All the prices shall be tendered excluding VAT but including customs or excise duty and any other duty, levy, or other applicable tax.
- 1.1.3. All prices shall be tendered in accordance with the units specified in this schedule.
- 1.1.4. Only complete discount column if you offer unconditional discounts on items.
- 1.1.5. All prices Tendered must include all expenses, disbursements and costs (transport, overheads etc.) that may be incurred in the execution of this contract and shall cover all the general risks, liabilities and obligations set implicitly in the contract.
- 1.1.6. All prices shall be fixed for the once-off contract and will be final and binding.

1.2. Corrections made

- 1.2.1. Any entry made by the bidder in the price schedule, which the bidder desires to change, shall not be erased or printed out.
- 1.2.2. A line shall then be drawn through the incorrect entry and the correct entry shall be written above in black ink and the full signature of the bidder shall be placed next to the correction.

10. PRICING INSTRUCTIONS

NOTICE NO.: 56/2025
 BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 Midday

ITEM NO:	DESCRIPTION OF ITEMS ACCORDING TO SPECIFICATIONS	MASSA	TYPE	QTY	SERVICE DATE	UNIT PRICE (Excl VAT)	TOTAL (Excl VAT)
1.	SPRINGBOK						
1.1	Service Point	9kg	DCP	4	10/2022-10/2023		
1.2	Head Office	4.5kg	DCP	2	10/2022-10/2023		
1.3	Head Office	5kg	CO ₂	1	10/2022-10/2023		
1.4	Head Office	9kg	DCP	1	10/2022-10/2023		
1.5	Head Office		Fire Hose Reel (Brandslagtol)	2	10/2022-10/2023		
1.6	Store Room FF	9kg	DCP	25	10/2022-10/2023		
1.7	Store Room FF	4.5kg	DCP	11	10/2022-10/2023		
1.8	Store Room FF	2.5kg	DCP	3	10/2022-10/2023		
1.9	Fire Engine: BRP854NC	9kg	DCP	2	10/2022-10/2023		

1.10	Electrical: Store	9kg	DCP	2	10/2022-10/2023		
1.11	Electrical: Substations	9kg	DCP	8	10/2022-10/2023		
1.12	Roads and Stormwater: Room	9kg	DCP	1	10/2022-10/2023		
1.13	Springbok Library	9kg	DCP	2	10/2022-10/2023		
1.14	Museum	9kg	DCP	1	10/2022-10/2023		
1.15	Show Hall (Skousaal)	9kg	DCP	2	10/2022-10/2023		
1.16	Bergsig Library	9kg	DCP	2	10/2022-10/2023		
1.17	Bergsig Service Point	9kg	DCP	1	10/2022-10/2023		
1.18	Libra Hall	4.5kg	DCP	3	10/2022-10/2023		
1.19	Vaalwater Hall	4.5kg	DCP	1			
		9kg	DCP	2			
1.20	Vehicle Testing Station	9kg	DCP	2	10/2022-10/2023		
1.21	Workshop	9kg	DCP	4	10/2022-10/2023		
		2.5kg	DCP	6	10/2022-10/2023		
		4.5kg	DCP	2	10/2022-10/2023		
1.22	Store/Magazine	9kg	DCP	2	10/2022-10/2023		
1.23	Traffic Office	9kg	DCP	2	10/2022-10/2023		

		5kg	CO ₂	1	10/2022-10/2023		
1.24	Taxi Rank	9kg	DCP	2	10/2022-10/2023		
2.	CAROLUSBERG						
2.1	Service Point	9kg	DCP	1	10/2022-10/2023		
2.2	Sewerage Pumpstation	9kg	DCP	2	10/2022-10/2023		
2.3	Compound	9kg	DCP	3	10/2022-10/2023		
3	CONCORDIA						
3.1	Service Point	4.5kg	DCP	1	10/2022-10/2023		
3.2	Workshop	9kg	DCP	2	10/2022-10/2023		
3.3	Clinic	9kg	DCP	2	10/2022-10/2023		
		4.5kg	DCP	1	10/2022-10/2023		
3.4	Community Hall	9kg	DCP	5	10/2022-10/2023		
		9lt	Foam	1	10/2022-10/2023		
3.5	Community Hall		Fire Hose Reel (Brandslagtol)	1	10/2022-10/2023		
3.6	Library	9kg	DCP	1	10/2022-10/2023		
4	STEINKOPF						
4.1	Service Point	9kg	DCP	2	10/2022-10/2023		

4.2	Library	9kg	DCP	2	10/2022-10/2023		
4.3	Community Hall	9kg	DCP	5	10/2022-10/2023		
			Fire Hose Reel (Brandslagtol)	3	10/2022-10/2023		
5	ROOIWAL						
5.1	Service Point	4.5kg	DCP	2	10/2022-10/2023		
6	VIOOLSDRIFT						
6.1	Service Point	9kg	DCP	1	10/2022-10/2023		
6.2	Service Point	4.5kg	DCP	2	10/2022-10/2023		
7	OKIEP						
7.1	Service Point	9kg	DCP	7	10/2022-10/2023		
			Fire Hose Reel (Brandslagtol)	1	10/2022-10/2023		
7.2	Library	9kg	DCP	3	10/2022-10/2023		
7.3	SAPD Stocktheft Unit	9kg	DCP	3	10/2022-10/2023		
7.4	Bakery (old post-office)	9kg	DCP	2	10/2022-10/2023		
8	KOMAGGAS						
8.1	Service Point	9kg	DCP	4	10/2022-10/2023		
		4.5kg	DCP	1	10/2022-10/2023		

11.1	Service Point and Library	9kg	DCP	2	10/2022-10/2023		
		4.5kg	DCP	1	10/2022-10/2023		
		2kg	CO ₂	1	10/2022-10/2023		
12	BUFFELSRIVIER						
12.1	Service Point and Hall	9kg	DCP	1	10/2022-10/2023		
		9kg	DCP	1	10/2022-10/2023		
		4.5kg	DCP	1	10/2022-10/2023		
13	KLEINZEE						
13.1		9kg	DCP	25	04/2024/04/2025		
13.2		4.5kg	DCP	1	04/2024-04/2025		
13.3		2.5kg	DCP	1	04/2024-04/2025		
14	Pressure Test on fire extinguishers						
15	Travelling cost distance to different towns from Springbok:730 km						
16	Other costs: _____						
	The following must be charged/refill: 28 x 9kg DCP 9 x 2.5kg DCP						

	8 x 4.5kg DCP	
	TOTAL AMOUNT (EXCLUDING TAXES)	
	TAXES	
	TOTAL AMOUNT (INCLUDING TAXES)	

10. PRICING INSTRUCTIONS

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025 Closing Date:10 July 2025 Closing Time: 12:00 midday

TOTAL AMOUNT (INCLUDING TAXES)	
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The undersigned, who warrants that he/ she is duly authorized to do so on behalf of the enterprise confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct and there was no collusion with other bidders.

Person authorized to sign Quotation:

FULL NAME: _____

SIGNATURE: _____

DATE: _____

12. SPECIFICATIONS / SCOPE OF WORK

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

SERVICING OF FIRE EXTINGUISHERS IN NAMA KHOI MUNICIPAL AREA

1. PROJECT SCOPE

To ensure the effective maintenance / servicing of all fire extinguishers within the Nama Khoi Municipal area as prescribed in terms of SANS 1475.

2. SERVICES TO BE RENDERED

Maintenance / Servicing of the municipality with the fire extinguishers identified.

- a) The Service Provider must provide the refilling of all fire extinguishers.
- b) The Service Provider must issue a certificate of compliance on completion of maintenance or service of fire extinguishers.
- c) The Service Provider must do a pressure test.
- d) The Service Provider must make provision for traveling cost (Distance 730km).

3. CERTIFICATION – Compulsory

- a) Fire equipment can only be installed by Service Provider that is registered with South African Qualification and Committee for fire industry (SAQCC Fire) and proof of professional registration must be provided with the quotation documents.
- b) The Service Provider must provide a SABS certificate.
- c) Failure to provide the proof of registration with SAQCC Fire Industry and list of previous similar work conducted by the Service Provider will lead to disqualification.

4. PRICING

- a) Service of Fire and Emergency equipment as per pricing schedule.
- b) Installation cost of fire equipment (labour).
- c) Travelling cost per kilometer to and from the different Nama Khoi Local Municipal Offices. Please see list of Nama Khoi Municipal offices and depots listed
- d) Prices must include VAT if registered as a VAT vendor.
- e) Pricing must be per unit and total quotation amount must be brought forward on MDB 3.3.

(1) TAX CLEARANCE STATUS PIN

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

PLEASE ATTACH HERE

(2) SPECIFIC GOAL 1

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

The bidder must submit the following three (3) documents to earn points out of 10 for the specific goal 1:

% Black ownership

1. Service Provider must submit proof of ownership of the enterprise or
1. Ownership Certificate issued by the Companies and Intellectual Property Commission
 2. Affidavit stating the race and % of the company's owner(s)
 3. Certified ID (not older than 6 months)

Failure to submit all 3 documents will result in 0 points allocation for specific goal 1.

PLEASE ATTACH HERE

(3) MUNICIPAL ACCOUNTS

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

**PLEASE ATTACH HERE ALL MUNICIPAL ACCOUNTS
OF COMPANY AND ITS DIRECTORS**

(4) REFERENCES / CERTIFICATES

NOTICE NO.: 56/2025

BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

PLEASE ATTACH HERE

(5) CSD REGISTRATION REPORT

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

Starting Date: 27 June 2025

Closing Date: 10 July 2025

Closing Time: 12:00 midday

PLEASE ATTACH HERE

(6) LIST OF PREVIOUS SIMILAR WORK CONDUCTED

NOTICE NO.: 56/2025
BID NUMBER: Q/NC062/04/2024-2025

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PLEASE ATTACH HERE