NAME OF BIDDER: ……

CSD NUMBER: ……

TENDER PRICE ……

EMAIL & CONTACT NUMBER……

SUBMISSION DEADLINE **09 NOVEMBER 2026 AT 12H00**

SUBMISSION ADDRESS **69 FRERE ROAD, VINCENT, EAST LONDON (CORNER OF FRERE ROAD AND WINDSOR ROAD VINCENT - USE ENTRANCE AT WINDSOR ROAD)**

REQUEST FOR FORMAL WRITTEN QUOTATIONS

NOTICE 15 OF 2026 - PROVISION GRAPHIC DESIGN AND DOCUMENT VISUALISATION SERVICES FOR TWO TOURISM INFRASTRUCTURE FUNDING PROPOSALS AND THREE INVESTMENT LAND PARCEL PACKAGES

Buffalo City Metropolitan Development Agency hereby invites suitably qualifying Service Providers to submit formal written quotations for Provision Graphic Design and Document Visualisation Services for Two Tourism Infrastructure Funding Proposals and Three Investment Land Parcel Packages.

Enquiries should be addressed to Z. Madabane at email address: zisanda@bcmda.org.za.

The detailed specifications are attached hereunder.

To ensure responsiveness to the notice Service Providers to take note of the following requirements (Compliance Evaluation):

1. Service Providers must be registered on National Treasury's Central Supplier Database and submit a summary report as proof of registration or alternatively reflect the CSD supplier number on their proposal.
2. **All prospective/interested Service Providers must complete the MBD 4, MBD 6.1, MBD 7.1, MBD 8, MBD 9 and Declaration of Bidder forms which are appended to the notice document.**
3. Bidders must meet all minimum requirements for compliance evaluation.
4. Bidders must meet the mandatory requirements stipulated in section 8 of the terms of reference.
5. Tenderers are required to submit valid proof of claims for specific goals as stipulated in MBD 6.1 below.
6. All prices must be inclusive of VAT, where applicable;
7. Use of Tippex and erasable ink will result in non-responsiveness.
8. Service Providers must submit confirmation that the bidder's municipal accounts are not in arrears for a period exceeding 3 months. Such confirmation must be for the company must be as follows:
    - statements of municipal accounts showing the age of the municipal debt; OR
    - a tenderers debt clearance certificate from their respective municipality that is stamped and signed by that municipality; OR
    - lease agreements (signed by both lessor and lessee) must be submitted and must be supported by:

- a written confirmation from the lessor stating that the bidder is not in arrears with regards to their payment obligations in terms of the lease agreement.

9. IN ADDITION TO 8 ABOVE: Service Providers must submit confirmation that its directors' municipal accounts are not in arrears for a period exceeding 3 months. Such confirmation must be for the directors and must be as follows:
    - statements of municipal accounts showing the age of the municipal debt; OR
    - a tenderers debt clearance certificate from their respective municipality that is stamped and signed by that municipality; OR
    - lease agreements (signed by both lessor and lessee) must be submitted and must be supported by:
    - a written confirmation from the lessor stating that the bidder is not in arrears with regards to their payment obligations in terms of the lease agreement.
10. Bidders must submit proof of completion of previous projects in designing and development of investment promotion or tourism and investment promotional brochure/catalogue. Such proof must be at least 2 letters of reference/completion detailing the Rand Value of work performed at an aggregated value of at least R100 000 or above. **No purchase orders / invoices / appointment letters will be accepted in this regard.**
11. Graphic designer with 3 years of experience must attach detailed CV's demonstrating years of experience
12. BCMDA reserves the right to request further written information or clarification on any aspect pertaining to this tender;
13. Quotations received after the specified closing time and date will not be considered;
14. The BCMDA does not bind itself to accept the lowest priced tender or any tender and reserves the right to accept the whole or part of the tender.
15. All quotations are valid for 90 days after the closing date;
16. The General Conditions of a Contract will apply.
17. Quotations must be sealed and completed in full. Unsigned or quotations submitted by facsimile, will not be accepted;
18. BCMDA will not take responsibility for incorrectly delivered quotations sent by courier. It is the bidder's responsibility to make sure that their quotation is correctly delivered in the tender box on or before the closing date of this notice;
19. **The proposal or quotation must demonstrate the ability to meet the requirements detailed on the terms of reference below.**
20. **NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003: MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.**
21. **EMAILED QUOTATIONS WILL NOT BE ACCEPTED;**

Failure to submit the documents requested above will result in a tender being considered non-responsive and therefore not considered for the award of the contract, with the exception of the additional proof required under the specific goals section.

EVALUATION CRITERIA:

Quotations meeting the tender conditions shall be evaluated on 80/20 basis, in line with the PPPFA. Responses to this NOTICE shall be evaluated on:

A. **Compliance evaluation**
B. **Mandatory requirements**
C. **The 80/20 preference point system, detailed in the tender document, will be used as follows:**

CRITERIA	POINTS
Price	**80**
Specific goals	**20**
Total points for Price and SPECIFIC GOALS	**100**

Quotations must be submitted in hard copy in a sealed envelope, clearly marked: *NOTICE 15 OF 2026: PROVISION GRAPHIC DESIGN AND DOCUMENT VISUALISATION SERVICES FOR TWO TOURISM INFRASTRUCTURE FUNDING PROPOSALS AND THREE INVESTMENT LAND PARCEL PACKAGES and must be deposited in the QUOTATIONS BOX, At the offices of the Buffalo City Metropolitan Development Agency,* 69 FRERE ROAD, VINCENT, EAST LONDON (CORNER OF FRERE ROAD AND WINDSOR ROAD VINCENT - USE ENTRANCE AT WINDSOR ROAD)*, 5201 NOT LATER THAN THE CUT-OFF TIME OF 12H00, 09 NOVEMBER 2026.*

BCMDA
BUFFALO CITY METROPOLITAN
DEVELOPMENT AGENCY

TERMS OF REFERENCE

PROVISION GRAPHIC DESIGN AND DOCUMENT VISUALISATION SERVICES FOR TWO TOURISM INFRASTRUCTURE FUNDING PROPOSALS AND THREE INVESTMENT LAND PARCEL PACKAGES

Buffalo City Metropolitan Development Agency ("BCMDA")

TERMS OF REFERENCE: PROVISION GRAPHIC DESIGN AND DOCUMENT VISUALISATION SERVICES FOR TWO TOURISM INFRASTRUCTURE FUNDING PROPOSALS AND THREE INVESTMENT LAND PARCEL PACKAGES

1. SCOPE OF WORK

The appointed service provider will provide graphic design and document production services for four principal documents.

- **Tourism Infrastructure Funding Proposals x 2**
- **Investment Opportunity Package x 3 Land Parcels**

1.1. Tourism Infrastructure Funding Proposals x 2

The service provider will design and professionally format the two tourism infrastructure funding proposals and develop the relevant graphical representation of the envisioned project (artistic impression). The document may contain, among other things:

• Cover page • Executive summary • Project background • Project rationale • Tourism development opportunity • Project objectives • Site and location information • Project concept •	• Tourism market opportunity • Socio-economic impact • Implementation arrangements • Project implementation programme • Project budget • Funding requirements • Funding model • Proposed infrastructure • Development components	• Expected outcomes • Risk considerations • Maps and site plans • Photographs and visual material • Contact information • Appropriate closing/call-to-action section. • Target beneficiaries

The two funding proposals should have a consistent BCMDA design identity while allowing each project to have an appropriate visual treatment reflecting its unique characteristics.

1.2. Investment Opportunity Package x 3 Land Parcels

The service provider will develop a professional investment opportunity package for the three identified land parcel. The package may include:

• Investment opportunity summary • Property description • Location and accessibility • Locality maps • Site photographs • Aerial imagery Available infrastructure and services	• Property/site characteristics • Development opportunities • Potential tourism/commercial uses • Development concept or illustrations where supplied • Planning/zoning information supplied by BCMDA	• Investment rationale • Potential economic benefits • Development parameters • Key investment considerations • Contact details • Investor call-to-action

The three land parcels will be provided with the design and content presentation tailored to the property's specific characteristics and investment proposition.

2. DETAILED GRAPHIC DESIGN SERVICES

The appointed service provider will be responsible for the following:

2.1. Creative Concept and Visual Identity

The service provider must:

• Develop an overall creative concept • Develop appropriate document templates • Recommend appropriate colour palettes • Select appropriate typography • Ensure consistency across all four documents •	• Develop graphic elements • Design professional cover pages • Establish section-divider designs • Incorporate BCMDA branding

2.2. Document Layout

The service provider will undertake:

• Page layout • Typography • Headings and sub-headings • Tables • Charts • CaptionsCall-out box	• Page numbering • Headers and footers • Contents pages where required • Cross-referencing • Overall document formatting

2.3. Infographics and Data Visualisation

Where appropriate, the service provider will develop:

- Project component diagrams
- Project benefit infographics
- Funding-flow diagrams
- Project timelines
- Development-phase diagrams
- Economic impact graphics
- Tourism statistics visualisations
- Investment proposition graphics
- Key performance indicator graphics
- Other appropriate visualisations

2.4. Maps and Spatial Information

The service provider will professionally format and present maps and spatial information supplied by the BCMDA or its consultants, including:

- Locality maps
- Regional maps
- Site location maps
- Land parcel boundaries
- Access and connectivity diagrams
- Proximity maps
- Site plans

The service provider will not be responsible for land surveying, cadastral verification, GIS analysis or town planning unless separately agreed in writing.

2.5. Photography and Imagery

The service provider will incorporate photographs, aerial imagery, project renders, architectural concepts, maps and other material supplied by BCMDA. Where additional images are required, the service provider may recommend suitable images for approval. Any third-party images must be appropriately licensed for the intended use.

2.6. Financial Information

The service provider will professionally present financial information supplied by BCMDA or its consultants, including:

- Project budgets
- Funding requirements
- Cost breakdowns
- Investment values
- Financial projections
- Key financial indicators
- Other relevant numerical information

The service provider's responsibility is to present and visualise the information accurately, and not to independently verify the underlying technical or financial information.

3.DELIVERABLES

The appointed service provider will be required to deliver, at minimum:

NO.	DELIVERABLE	QUANTITY
1.	Overall creative concept/design direction	1
2.	Document design/template	1
3.	Tourism Infrastructure Funding Proposal	2
4.	Investment Package – Land Parcel	3
5.	Infographics/visualisations	As required
6.	Map/site-plan visualisation	As required
7.	Print-ready PDF documents	10
8.	Digital/optimised PDF documents and QR codes	5
9.	Editable source files	5 sets
10.	Final graphic assets developed specifically for BCMDA	As applicable

The final number of pages will depend on the volume and complexity of information supplied.

4.DESIGN REQUIREMENTS

The documents must:

- Be modern and professional
- Reflect a credible institutional and investment environment
- Be visually appealing
- Be easy to read and navigate
- Communicate complex information clearly
- Use appropriate infographics and visualisations
- Use high-quality imagery
- Maintain consistent branding
- Be suitable for funders and investors
- Be suitable for electronic distribution
- Be suitable for professional printing
- Communicate tourism development potential, investment opportunity, economic value and project credibility.

The design should convey the themes of investment readiness, tourism potential, sustainability, economic opportunity and development impact.

5. METHODOLOGY AND APPROACH

The service provider is expected to adopt a collaborative approach comprising the following stages:

Phase 1: Inception

- Inception meeting
- Project briefing

- Review of all available source information
- Confirmation of target audiences
- Confirmation of document structures
- Identification of design requirements
- Agreement on project programme

Phase 2: Creative Direction

- Development of initial creative concepts
- Cover page concepts
- Typography
- Colour palette
- Graphic elements
- Sample internal pages
- Approval of design direction

Phase 3: Document Development

- Full document design
- Page layout
- Infographics
- Maps
- Charts
- Tables
- Image integration
- Draft production

Phase 4: Review and Amendments

The service provider will incorporate consolidated comments from BCMDA. The quotation must include at least two reasonable rounds of revisions per document.

Phase 5: Finalisation

- Final quality assurance
- Correction of design/layout issues
- Preparation of final PDFs
- Preparation of print-ready files
- Preparation of digital files
- Handover of editable source files

6. PROJECT MANAGEMENT AND REPORTING

The appointed service provider will report to a designated BCMDA project representative. The service provider will:

- Maintain regular communication
- Provide progress updates
- Maintain version control
- Identify delays and risks promptly
- Attend project meetings where required
- Maintain an agreed work programme
- Obtain approval before proceeding to major design stages

7. BCMDA RESPONSIBILITIES

The BCMDA will:

- Provide available source information
- Provide the BCMDA logo and applicable corporate identity guidelines
- Provide technical and financial information
- Provide approved maps and spatial information
- Provide available photographs and visual material
- Provide consolidated comments
- Facilitate access to relevant technical personnel
- Approve design concepts
- Review drafts within agreed timeframes
- Approve final deliverables

8. SERVICE PROVIDER RESPONSIBILITIES

The appointed service provider will:

- Provide appropriately skilled personnel
- Develop the creative concept
- Undertake document design and layout
- Develop approved infographics and visualisations
- Professionally present maps, charts and tables
- Integrate photographs and other imagery
- Maintain version control
- Maintain secure backups
- Protect BCMDA's confidential information
- Meet agreed deadlines
- Incorporate agreed revisions
- Conduct quality assurance
- Supply final PDF files

Hand over editable source files**9. REQUIRED EXPERIENCE AND CAPACITY**
The service provider must demonstrate:

- At least three (3) years' experience in professional graphic design
- Demonstrable experience in designing professional reports, proposals, investment documents, prospectuses, business cases or similar documents
- Strong information-design and infographic capabilities
- Experience with maps and spatial information
- Experience producing documents for digital and print environments
- Strong visual communication skills
- Proficiency in professional graphic design software
- Ability to work within tight deadlines
- Strong attention to detail

Experience in any of the following will be advantageous:

- Tourism development
- Property development
- Investment promotion
- Infrastructure development
- Development finance
- Government/public-sector projects
- Economic development

10. PORTFOLIO
Bidders must submit a portfolio demonstrating relevant experience. The portfolio should preferably include examples of:

- Funding proposals
- Investment proposals
- Investment prospectuses
- Tourism publications
- Property investment brochures
- Infrastructure/project proposals
- Annual reports
- Corporate profiles
- Infographics
- Other comparable professional documents

The quality and relevance of the portfolio will be considered during evaluation.

11. PROPOSED TEAM

The bidder must identify the personnel who will be responsible for the assignment. At minimum, the team should include:

- Lead Graphic Designer/Project Manager; and
- Additional design/visualisation resources as required.

The proposal must include:

- Name
- Role
- Qualifications, where applicable
- Years of experience
- Relevant project experience
- Portfolio/examples of work

12. INTELLECTUAL PROPERTY

Subject to applicable third-party licensing arrangements, all final artwork, layouts, infographics and materials specifically developed for the BCMDA under this assignment will belong to the BCMDA upon settlement of the agreed fees. The service provider must provide:

- Final PDF files
- Editable source files
- Packaged design files where applicable
- Final graphics developed for the project
- Other project files reasonably required for future editing and reproduction

Pre-existing intellectual property belonging to the service provider or third parties will remain subject to the relevant ownership and licensing arrangements.

13. CONFIDENTIALITY

The appointed service provider must maintain strict confidentiality in respect of all information received from or generated for the BCMDA. The service provider may not:

- Disclose project information to third parties without approval
- Publish draft or final documents without approval
- Use project information for promotional purposes without written consent
- Share confidential financial, investment, property or technical information without authorisation

14. QUALITY ASSURANCE

Before final submission, the service provider must conduct quality assurance covering:

- Layout consistency
- Typography
- Page numbering
- Image quality
- Alignment and spacing
- Charts and tables
- Maps
- Branding
- Cross-references
- PDF functionality
- Print readiness
- Overall visual quality

The service provider must flag any obvious inconsistencies or missing information identified during the design process. Responsibility for the substantive accuracy of technical, financial, legal, engineering, planning and property information remains with BCMDA and/or the relevant technical specialists.

15. TIMEFRAME

The anticipated assignment period is approximately six (6) weeks from the date of appointment and receipt of the required source information. The indicative programme is:

ACTIVITY	PERIOD
Inception and briefing	Week 1
Review of source information	Week 1
Creative concepts and template	Week 1-2
Approval of design direction	Week 2
Development of four documents	Week 2-4
BCMDA review	Week 5
Revisions and finalisation	Week 5-6
Final delivery and source-file handover	Week 6

The final programme will be agreed with the successful service provider.

16. PLACE OF PERFORMANCE

The assignment may be undertaken remotely, with virtual meetings as required. The service provider may be required to attend meetings, workshops or design review sessions at BCMDA offices or project locations where reasonably required.

17. CONTRACT MANAGEMENT

The service provider will report to the BCMDA's designated Project Manager or authorised representative. The BCMDA Project Manager will be responsible for:

- Coordinating the assignment
- Providing instructions
- Coordinating technical inputs
- Consolidating comments
- Monitoring deliverables
- Monitoring risks
- Facilitating approvals
- Recommending acceptance of final deliverables

18. EXPECTED OUTCOME

The assignment is expected to result in four high-quality, professionally designed and visually compelling documents that can be used by the BCMDA to:

- Secure funding for two tourism infrastructure projects
- Present the projects professionally to potential funders
- Promote the investment potential of two land parcels
- Attract prospective investors and development partners
- Communicate complex technical and financial information effectively
- Improve the credibility of the BCMDA's investment propositions
- Support the BCMDA's broader tourism and economic development objectives

The final documents must be of a standard suitable for presentation to development finance institutions, government departments, institutional investors, private-sector investors, tourism stakeholders and other strategic development partners.

19. MANDATORY REQUIREMENTS

The following expertise is crucial to undertake the above scope of services:

a) Bidders must submit proof of completion of previous projects in designing and development of investment promotion or tourism and investment promotional brochure/catalogue. Such proof must be at least 2 letters of reference/completion detailing the Rand Value of work performed at an aggregated value of at least R100 000 or above. **No purchase orders / invoices / appointment letters will be accepted in this regard.**

b) Graphic designer with 3 years of experience must attach detailed CV’s demonstrating years of experience

20. PRICING SCHEDULE

Prices must include all costs necessary to complete the assignment, unless specifically identified as an exclusion. The bidder must indicate whether the prices are **VAT inclusive or exclusive**, as applicable.

NO.	DESCRIPTION	QUANTITY	UNIT COST	PRICE EXC.VAT
1.	Development of overall creative concept/ master document template and design system	1	**R**	**R**
3.	Graphic design and layout – Funding Proposal 1 & 2	2	**R**	**R**
4.	Graphic design and layout – Investment Package Land Parcel 1, 2 &3	3	**R**	**R**
5.	Infographic development, Map/site-plan visualisation and formatting	1	**R**	**R**
8.	Charts/tables/financial data visualisation, Image integration and photo treatment	1	**R**	**R**
10.	Quality assurance including revisions and final approval	1	**R**	**R**
11.	Final print-ready PDF production	10	**R**	**R**
12.	Final digital/optimised PDF production	4	**R**	**R**
13.	Packaging and handover of editable source files	1	**R**	**R**
14.	Project management and coordination	1	**R**	**R**
15.	**SUB-TOTAL**			**R**
16.	**VAT %**			**R**
17.	**TOTAL**			**R**

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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, hareholder[2]):……

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. ……

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

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

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

3.9.1 If yes, furnish particulars……..…….
……

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

3.10.1 If yes, furnish particulars.
……
……

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

3.11.1 If yes, furnish particulars
……
……

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

3.12.1 If yes, furnish particulars.
……
……

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

3.13.1 If yes, furnish particulars.
……
……

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

3.14.1 If yes, furnish particulars:
……..
……..

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

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

…… ……

Capacity **Name of Bidder**

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

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

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

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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 **Preference point system applicable to this RFQ**

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

1.3 **Points for this tender shall be awarded for:**

(a) Price; and

(b) Specific Goals.

1.4 **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;

(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 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 table 1 below**:

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

***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 proof for specific goals claimed
B-BBEE Level one status contributor	10		B-BBEE certificate confirming B-BBEE level one status contribution
Enterprise located within the BCMM municipal area	2		Proof of Municipal account as per tender conditions above
Enterprise owned by majority black women	3		Detailed CSD report / detailed B-BBEE certificate demonstrating black women ownership
Enterprise owned by majority black youth	3		Detailed CSD report / detailed B-BBEE certificate demonstrating black youth ownership
Enterprise owned by majority disabled person(s)	2		Proof from Registered Medical Practitioner / SARS exemption (ITR-DD Form) / CSD detailed report
TOTAL POINTS	**20**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm…….

4.3. Company registration number: ……...

4.4. 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]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

.....

.....
.....

PART I – FORM OF OFFER
(To be filled by the bidder)

a) I hereby undertake to supply all goods / works / service as described in the attached bidding documents:

_____ (Name of Company) in accordance with the requirements and specification stipulated in this document with **NOTICE 15 OF 2026** at the prices by quoted. My offer remains binding upon me and open for acceptance by the BCMDA during the validity period indicated and calculated from the closing time of bid.

b) THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS:

_____

_____Rand (in words);

R_____ (in figures)

c) Binding documents, viz
- Invitation to bid
- Pricing schedule
- Specification
- Declaration of interests
- Form of offer and acceptance
- General and Special conditions of the contract
- Other (please specify)

_____

d) I confirm that I have satisfied myself as to the correctness and validity of my bid that the prices and rates quoted cover all the goods/ works / services specified in the bidding documents; that the prices and rates cover all my obligations and I accept that any mistakes regarding prices / rates and calculations will be at my own risk.

e) 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.

f) I declare that I have no participation in any collusive practices with any bidder or any other person regarding this bid or any other bid.

g) Certify that the information furnished on declaration forms is true and correct.

h) I accept that, in addition to cancellation of a contract, action may be taken against me should the declarations proved to be false.

i) A Service Level Agreement (SLA) will be signed on acceptance of your offer which will detail the conditions of contract.

j) I confirm that I am duly authorised to sign this bid and the contract.

Signed at _____ on this_____ day of _____ 2026.

Name & Surname: _____

Capacity: _____

Signature: _____

Name of Firm: _____

Date: _____

Initials & Surname of Witness: _____

12.2 PART II – ACCEPTANCE FORM
(To be filled by the BCMDA)

a) I _____ in my capacity as

_____ accept your bid under reference **NOTICE 15 OF 2026** for the supply of goods / works / services indicated hereunder and further specified in the annexure(s).

b) I undertake to make payment for the goods delivered / works / services rendered in accordance with the terms and conditions of this contract within 30 (thirty) days after receipt of invoice accompanied by proof of delivery note /.

c) I confirm that I am duly authorised to sign this contract.

Signed at _____ on this ____ day of _____ 2026.

Initials & Surname:

_____

Signature:

_____

Name of Institution:

_____

Date:

_____

Initials & Surname of Witness:

_____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database 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 *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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 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 ☐	No ☐
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 ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the Does Is 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 ☐
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 ☐	No ☐
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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] 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.

MBD 9

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 consortium[3] will not be construed as collusive bidding.

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

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

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

……. ……..
Signature Date

……. ……
Position Name of Bidder

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DECLARATION OF BIDDER

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise: i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order; ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004; iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption; iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.
SIGNATURE
NAME
ENTERPRISE NAME