

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 16 OF 2026 - SUPPLY, DELIVERY AND INSTALLATION OF TOURISM INTERPRETIVE BOARDS ALONG TOURISM ROUTES IN BUFFALO CITY

Buffalo City Metropolitan Development Agency hereby invites suitably qualifying Service Providers to submit formal written quotations for Supply, Delivery and Installation of Tourism Interpretive Boards along Tourism Routes in Buffalo City.

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 included in 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 the supply, delivery and installation of branding material. 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 R350 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 16 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

SUPPLY, DELIVERY AND INSTALLATION OF TOURISM INTERPRETIVE BOARDS ALONG TOURISM ROUTES IN BUFFALO CITY

Buffalo City Metropolitan Development Agency (“BCMDA”)

TERMS OF REFERENCE: SUPPLY, DELIVERY AND INSTALLATION OF TOURISM INTERPRETIVE BOARDS ALONG TOURISM ROUTES IN BUFFALO CITY

1. SCOPE OF WORK

The appointed service provider shall be responsible for, supply, delivery and installation of 55 interpretive boards in two tourism routes which include the Esplanade, Duncan Village, Mdantsane, Qonce and Dimbaza. The scope shall include the following:

1.1. Project inception and briefing

The service provider must attend an inception meeting with BCMDA within five working days of appointment. The inception phase must:

- Confirm project objectives.
- Confirm identified tourism routes and sites.
- Review available tourism information.
- Review existing signage.
- Identify information gaps.
- Confirm the proposed number and categories of boards.
- Confirm the project programme.
- Identify required stakeholders.
- Establish the approval process.
- Confirm communication and reporting arrangements.

The service provider must submit an Inception Report.

1.2. Site Assessment and Route Audit

The service provider must undertake a comprehensive physical assessment of all proposed sites. The assessment must consider:

- Exact location/GPS coordinates
- Ownership of the land.
- Road classification.
- Road reserve boundaries.
- Traffic volumes and speed environment.
- Sight distances.
- Existing road signs.
- Existing tourism signs.
- Pedestrian movement.
- Vehicle stopping opportunities.
- Parking and safe access.
- Topography.

- Drainage.
- Existing vegetation.
- Heritage/environmental sensitivities.
- Underground and overhead services.
- Electricity infrastructure.
- Water and sewer infrastructure.
- Stormwater infrastructure.
- Security and vandalism risks.
- Wind exposure.
- Coastal/salt exposure
- Accessibility
- Accessibility from approaching traffic

- Potential obstruction of legitimate traffic signs
- Potential impact on motorists and pedestrians.

The service provider must provide a site assessment schedule showing each proposed board location and its recommended board type.

1.3. Regulatory and Approval Assessment

The service provider must identify all statutory approvals required prior installation. This must include, where applicable:

- BCMDA/BCMM approvals.
- Municipal outdoor advertising/signage approval.
- Municipal roads approval.
- Provincial roads authority approval.
- SANRAL approval for applicable national-road locations.
- Landowner consent.
- Environmental or heritage approvals where applicable.
- Wayleave approvals.
- Utility/service approvals.
- Traffic-management approvals.
- Any other approval required by legislation.

The service provider must not install a board requiring statutory or road-authority approval until the necessary approval has been obtained. This requirement is particularly important for boards located within road reserves. Tourism guidance states that tourism signage within road reserves is governed by the applicable road-signage manuals and that only appropriately authorised persons may erect such signage; municipal, provincial or SANRAL approval is required depending on the road authority. The bidder must include all costs associated with obtaining approvals in its pricing schedule.

2. DESIGN REQUIREMENTS

2.1. General design philosophy

The boards must:

- Be visually attractive.
- Be unique to Buffalo City.
- Reflect local identity.
- Be tourism-oriented rather than advertising-oriented.
- Be easily recognisable.
- Have a consistent family of designs.
- Use appropriate maps, icons and illustrations were beneficial
- Complement the surrounding environment.
- Avoid visual clutter.
- Be accessible to visitors.
- Be legible from the intended viewing distance.
- Use high-quality graphics and photography.
 - Use clear and concise language.
 - Avoid excessive text.

The design must balance aesthetic appeal, tourism interpretation, durability, safety and regulatory compliance.

3. PROPOSED BOARD CATEGORIES

The service provider should develop designs for two different categories of boards, which are:

- a) **Outdoor interpretive boards**
- b) **Indoor interpretive boards**

4. BOARD DIMENSIONS

As a minimum, the following dimensions are recommended as a design framework.

4.1.Component 1: Standard Outdoor Interpretive Board

The service provider must supply and install five outdoor interpretive boards at the Esplanade. Full colour single sided Chromadek Board to be cut and applied to 3.5mm Correx Board. Each interpretive board must be 1400mm x 600mm high grade aluminium with high vandal resistance, fibreglass, high pressure laminate board, colorful with pictures and logos.



Fixed with pop rivet in the frame of 22mm x 22mm square cubing galvanized steel and fixed frame to 75mm diameter galvanized poles with 4 Bolts, Nuts and Washers. Supported by 2 x 75mm diameter x 2m galvanized steel poles. Allow 600mm deep x 400mm hole for concrete.

The interpretive board must:

- a) **Clear Text:** Use large fonts so visitors can read easily from a short distance.
- b) **High Contrast:** Keep a strong contrast between the text and background colours for low-vision readers.
- c) **Strong Visuals:** Lead with eye-catching photos or illustrations that grab attention within two seconds.
- d) **Use high-quality, weather-resistant materials**
- e) **Be have galvanised steel or an equivalent approved durable galvanised construction**
- f) **Be suitable for outdoor exposure**
- g) **Be resistant to corrosion, rain, sunlight and general environmental conditions**
- h) **Use appropriate reflective or high-visibility signage material where required**
- i) **Include approved tourism branding and information**
- j) **Be structurally stable and suitable for the intended installation environment**
- k) **Comply with applicable road traffic, road signage, municipal and other relevant regulations and requirements.**

4.2. Component 2: Small Indoor Interpretive boards

The service provider must, supply and install fifty (50) x A1 Correx Boards – 5 mm Correx, full-colour single-sided UV print, using existing artwork, cut to finished size (594 × 841mm). Indoor interpretive boards to be installed at Duncan Village, Mdantsane, Qonce and Dimbaza.



The interpretive board must:

- a) Clear Text: Use large fonts so visitors can read easily from a short distance.
- b) High Contrast: Keep a strong contrast between the text and background colours for low-vision readers.
- c) Strong Visuals: Lead with eye-catching photos or illustrations that grab attention within two seconds.
- d) Use high-quality, weather-resistant materials
- e) Be galvanised steel or an equivalent approved durable galvanised construction
- f) Be suitable for outdoor exposure
- g) Be resistant to corrosion, rain, sunlight and general environmental conditions
- h) Use appropriate reflective or high-visibility signage material where required
- i) Include approved tourism branding and information
- j) Be structurally stable and suitable for the intended installation environment
- k) Comply with applicable road traffic, road signage, municipal and other relevant regulations and requirements.

5. CONTENT AND WORDING

The content will be provided by the BCMDA and relevant tourism/heritage stakeholders. However, the service provider shall ensure proper packaging of content, wording and layout. Content must be:

- Factually accurate.
- Concise.
- Visitor-friendly.
- Written in plain language.
- Appropriate for international and domestic tourists.
- Free from unnecessary technical terminology.
- Structured using headings and short paragraphs.

- Supported by high-quality photographs, illustrations, maps or diagrams where appropriate.

The service provider must provide professional editing and proofreading. BCMDA will approve all final wording. No board may be produced with unapproved text.

6. ACCESSIBILITY AND READABILITY

The service provider must ensure:

- Adequate font size.
- High contrast between text and background.
- Appropriate line spacing.
- Clear headings.
- Minimal glare.
- Appropriate viewing height.
- Readability for persons with reduced visual ability.
- Logical information hierarchy.
- Use of universally recognisable symbols where appropriate.

7. MATERIALS AND DURABILITY

Outdoor boards must be specifically designed for long-term outdoor exposure next to the beach .The bidder must specify:

- Board substrate.
- Face material.
- Protective coating.
- Printing process.
- UV protection.
- Anti-graffiti protection.
- Frame material.
- Fixings.
- Support structure.
- Foundation system.
- Corrosion protection.
- Expected service life.
- Maintenance requirements.

Materials should be resistant to:

- UV radiation.
- Rain.
- Moisture.
- Wind.
- Corrosion.
- Salt spray.
- Humidity.

- Temperature fluctuations.
- Fading.
- Peeling.
- Delamination.
- Vandalism.

South African tourism signage guidance specifically calls for durable materials, corrosion prevention, safe construction and protection against vandalism.

8. STRUCTURAL AND ENGINEERING REQUIREMENTS

The service provider must ensure that all boards and supporting structures are structurally adequate. The design must consider:

- Wind loading.
- Board dimensions.
- Foundation design.
- Soil conditions.
- Pole/support configuration.
- Corrosion.
- Impact risk.
- Vandalism.
- Anchoring.
- Drainage.
- Long-term stability.

Where required, structural calculations must be prepared and certified by an appropriately qualified professional. The board and support system must be designed to withstand the environmental forces expected at the installation site.

9. ROAD SAFETY REQUIREMENTS

The service provider must ensure that no board:

- Obstructs an official road sign.
- Creates a visual distraction.
- Creates a hazard for motorists.
- Obstructs sight lines.
- Creates a pedestrian hazard.
- Creates an unsafe stopping location.
- Interferes with road infrastructure.
- Creates a collision hazard.
- Encroaches unlawfully into a road reserve.

For signs within road reserves, all applicable requirements of the relevant road authority must be followed. The Tourism Knowledge Portal confirms that official tourism signage within road reserves is governed by the South African road-signage framework, including requirements for dimensions, text, colours, materials, supports and positioning.

10. MUNICIPAL COMPLIANCE

All signage must comply with applicable BCMM policies and by-laws. The bidder must specifically consider the municipality's requirements relating to:

- Outdoor advertising.
- Signage.
- Roads and streets.
- Land use.
- Traffic safety.
- Environmental considerations.
- Heritage.
- Public property.
- Road reserves.

BCMM's Outdoor Advertising Signage Policy states that signage should take account of visual, tourism, traffic-safety, environmental and heritage characteristics and should complement the character of the locality. The service provider must verify the current applicable version of every relevant by-law, policy, standard and guideline before final design.

11. BRANDING

The boards must incorporate the BCMDA/BCMM and relevant tourism branding as instructed by BCMDA. Branding must not compromise:

- Legibility.
- Interpretation.
- Road safety.
- Tourism aesthetics.
- Regulatory compliance.

The bidder must submit proposed branding treatments for approval.

12. ARTWORK AND GRAPHIC DESIGN

The service provider must provide:

- Original graphic layouts.
- Maps.
- Icons.
- Illustrations.
- Photographic treatment.
- Route maps.
- Attraction maps.
- Infographics where appropriate.
- Print-ready artwork.

All graphics must be high resolution and suitable for the final board dimensions.

The service provider must ensure that it has the legal right to use all photographs, illustrations, fonts, maps and other intellectual property.

13. PROTOTYPE DEVELOPMENT

The service provider must produce prototypes. At minimum, prototypes should demonstrate:

- Board construction.
- Colour.
- Typography.
- Graphics.
- Material.
- Mounting.
- Fixings.
- Finishing.
- Branding.
- Weatherproofing.

BCMDA must approve the prototype before bulk production.

14. PRODUCTION

Following approval, the service provider must produce the boards in accordance with the approved designs and specifications. Manufacturing must include:

- Cutting.
- Printing.
- Finishing.
- Framing.
- Structural components.
- Protective coating.
- Fixing systems.
- Support structures.
- Foundations where applicable.

No substitutions of approved materials may be made without written approval from BCMDA.

15. INSTALLATION

The service provider must undertake complete installation, including:

- Transport.
- Offloading.
- Site preparation.
- Excavation.
- Foundations.
- Assembly.
- Mounting.

- Levelling.
- Alignment.
- Fixing.
- Site reinstatement.
- Removal of construction waste.

The service provider must ensure that all work areas are left clean and safe. Where work occurs close to roads, the contractor must implement appropriate traffic and pedestrian management measures.

16. TRAFFIC MANAGEMENT

Where installation occurs within or adjacent to road reserves, the service provider must prepare and implement appropriate traffic-management measures. Where required, these must include:

- Temporary signage.
- Cones/barriers.
- Flag personnel.
- Safe pedestrian routes.
- Work-zone protection.
- Night-time visibility measures.
- Temporary lane controls.

All required traffic accommodation must be included in the tender price.

17. QUALITY CONTROL

The service provider must implement a quality-control system covering:

- Materials.
- Printing.
- Colours.
- Dimensions.
- Structural components.
- Fixings.
- Foundations.
- Installation.
- Content accuracy.
- Finishing.
- Alignment.
- Visibility.
- Safety.

BCMDA may reject any board that does not conform to the approved specification. Rejected boards must be replaced at the contractor's cost where the defect is attributable to the service provider.

18. MAINTENANCE AND WARRANTY

The bidder must provide a minimum warranty period of 18 months from practical completion. The warranty must cover defects including:

- Premature fading.
- Delamination.
- Peeling.
- Structural failure.
- Corrosion attributable to inadequate materials.
- Defective fixings.
- Production defects.
- Installation defects.

The bidder must provide a maintenance schedule indicating:

- Recommended cleaning frequency.
- Inspection frequency.
- Graffiti removal.
- Replacement of damaged components.
- Repainting/recoating.
- Graphic replacement.
- Structural inspections.

19. HEALTH AND SAFETY

The service provider must comply with all applicable occupational health and safety legislation. The successful bidder must provide, where applicable:

- Health and Safety Plan.
- Risk assessments.
- Method statements.
- Appointment letters.
- Competency certificates.
- PPE.
- Safe-work procedures.
- Traffic-management arrangements.
- Emergency procedures.

All installation personnel must be appropriately trained and competent.

20. ENVIRONMENTAL REQUIREMENTS

The service provider must minimise environmental impacts. The contractor must:

- Avoid unnecessary vegetation removal.
- Avoid damage to trees.

- Prevent pollution.
- Properly dispose of waste.
- Reinstate disturbed areas.
- Prevent concrete contamination.
- Avoid damage to environmentally sensitive areas.
- Comply with relevant environmental requirements.

21. DELIVERABLES

The following deliverables will be required:

Phase 1- Inception	Phase 2-Site assessment	Phase 3-Design	Phase 4- Content
<ul style="list-style-type: none"> • Inception meeting. • Project programme. • Inception report. • Stakeholder matrix. • Site list. 	<ul style="list-style-type: none"> • Route audit. • Site assessment report. • GPS coordinates. • Site photographs. • Site constraints. • Recommended board type per location. • Preliminary dimensions. • Approval requirements. 	<ul style="list-style-type: none"> • Design concept. • Signage design system. • Colour palette. • Typography. • Graphic standards. • Board templates. • Preliminary 3D visualisations. • Proposed materials. • Structural concepts. 	<ul style="list-style-type: none"> • Draft text. • Historical/technical verification. • Maps. • Images. • Icons. • Final copy. • Proofreading
Phase 5- Approvals	Phase 6- Production	Phase 7- Installation	Phase 8- Complete
<ul style="list-style-type: none"> • Approval matrix. • Submission drawings. • Road-authority applications. • Municipal applications. • Wayleave applications where applicable. • Landowner permissions. • Approval records. 	<ul style="list-style-type: none"> • Approved shop drawings. • Production drawings. • Material samples. • Prototype. • Prototype inspection. • 	<ul style="list-style-type: none"> • Delivery. • Site preparation. • Foundations. • Installation. • Traffic management. • Site reinstatement. • Waste removal 	<ul style="list-style-type: none"> • Final inspection. • Snag list. • Snag rectification. • Completion report. • Photographic record. • GPS inventory. • As-built drawings. • Maintenance manual. • Warranty certificates.

22. INDICATIVE PROJECT PROGRAMME

The project must be delivered within a period of 6 weeks from the date of appointment. The service provider must provide a proposed delivery programme indicating:

ACTIVITY	DURATION
Inception	1 week
Site assessment & concept/design development	2–3 weeks
Statutory & client approvals, prototype	3 weeks
Manufacture & installation	4–6 weeks
Final handover	6 weeks

The bidder must identify dependencies and clearly distinguish activities within its control from approval periods controlled by external authorities.

23. INTELLECTUAL PROPERTY

All final artwork, designs, maps, layouts, photographs commissioned specifically for the project, content and other project-specific intellectual property developed and paid for by BCMDA must be supplied to BCMDA in editable and high-resolution formats.

The service provider must provide:

- AI/EPS/SVG artwork where applicable.
- PDF print files.
- High-resolution JPEG/PNG files.
- Editable text/content files.
- GIS files.
- Original maps.
- Photography licences/permissions.

24. HANDOVER REQUIREMENTS

The project will only be considered complete once:

- All approved boards have been manufactured.
- All boards have been installed.
- All snags have been addressed.
- Sites have been reinstated.
- Required approvals have been obtained.
- Maintenance information has been submitted.
- Warranty documentation has been submitted.
- Final photographic records have been submitted.
- BCMDA has conducted and accepted the final inspection.

25. MANDATORY REQUIREMENTS FOR THE SERVICE PROVIDER

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

- a) Bidders must submit proof of completion of previous projects in the supply, delivery and installation of branding material. 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 R350 000 or above. **NO PURCHASE ORDERS / INVOICES / APPOINTMENT LETTERS WILL BE ACCEPTED IN THIS REGARD.**

26. PRICING SCHEDULE

The bidder must complete a detailed pricing schedule.

PROFESSIONAL SERVICES				
ITEM	DESCRIPTION	QUANTITY	RATE EXCL. VAT	TOTAL EXCL VAT
A1	Project inception	1		
A2	Site assessment/route audit	1		
A3	Map/illustration development	1		
A4	3D visualisation	55		
A5	Approval/application administration	1		
B. MANUFACTURE				
B1	Small interpretive board	50		
B2	Standard interpretive board	5		
B3	Support structure	10		
B4	Foundations	10		
B5	Anti-graffiti coating	10		
B6	Protective/UV coating	10		
C. INSTALLATION				
C1	Transportation	1		
C2	Site preparation	1		
C3	Excavation	1		
C4	Installation	1		
TOTAL EXCLUDING VAT			R	
VAT				
TOTAL INCLUDING VAT			R	

The bidder must clearly identify any exclusions, assumptions and provisional sums.

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars.

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

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

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

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

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

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

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	1		Proof of Municipal account as per tender conditions above
Enterprise owned by majority black women	4		Detailed CSD report / detailed B-BBEE certificate demonstrating black women ownership
Enterprise owned by majority black youth	4		Detailed CSD report / detailed B-BBEE certificate demonstrating black youth ownership
Enterprise owned by majority disabled person(s)	1		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:	
	
	

 CONTRACT FORM – PURCHASE OF GOODS/WORKS/ SERVICES

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 16 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 16 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 <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4

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