

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 17 OF 2026 - DEVELOPMENT OF HIGH-QUALITY INVESTMENT PROMOTION AND TOURISM DEVELOPMENT MARKETING VIDEO, USB PACKAGE AND A4 PROMOTIONAL BROCHURE/CATALOGUE FOR BUFFALO CITY

Buffalo City Metropolitan Development Agency hereby invites suitably qualifying Service Providers to submit formal written quotations for Development of High-Quality Investment Promotion and Tourism Development Marketing Video, USB Package and A4 Promotional Brochure/Catalogue for Buffalo City.

Enquiries should be addressed to Z. Madabane at email address: zisanda@bcmdda.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. BCMDA reserves the right to request further written information or clarification on any aspect pertaining to this tender;
11. Quotations received after the specified closing time and date will not be considered;
12. The General Conditions of a Contract will apply.
13. 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.
14. All quotations are valid for 90 days after the closing date;
15. Quotations must be sealed and completed in full. Unsigned or quotations submitted by facsimile, will not be accepted;
16. 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;
- 17. The proposal or quotation must demonstrate the ability to meet the requirements detailed on the terms of reference below.**
- 18. 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.**
- 19. 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. Functionality evaluation**
- 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 17 OF 2026: DEVELOPMENT OF HIGH-QUALITY INVESTMENT PROMOTION AND TOURISM DEVELOPMENT MARKETING VIDEO, USB PACKAGE AND A4 PROMOTIONAL BROCHURE/CATALOGUE FOR BUFFALO CITY** 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.



TERMS OF REFERENCE

DEVELOPMENT OF HIGH-QUALITY INVESTMENT PROMOTION AND TOURISM DEVELOPMENT MARKETING VIDEO, USB PACKAGE AND A4 PROMOTIONAL BROCHURE/CATALOGUE FOR BUFFALO CITY

Buffalo City Metropolitan Development Agency (“BCMDA”)

TERMS OF REFERENCE: DEVELOPMENT OF HIGH-QUALITY INVESTMENT PROMOTION AND TOURISM DEVELOPMENT MARKETING VIDEO, USB PACKAGE AND A4 PROMOTIONAL BROCHURE/CATALOGUE FOR BUFFALO CITY

1. SCOPE OF WORK

The appointed service provider will be responsible for the complete end-to-end development and production process.

1.1. INCEPTION AND PROJECT PLANNING

The service provider must:

- Attend an inception meeting with BCMDA.
- Review relevant BCMDA and Buffalo City strategic documents.
- Review relevant investment, tourism, economic development and spatial planning information.
- Develop an agreed project implementation plan.
- Identify information and content requirements.
- Identify key stakeholders and proposed interviewees.
- Develop a production schedule.
- Confirm filming locations.
- Confirm the proposed creative treatment and visual style.

The service provider must submit an inception report/production plan for approval before commencing substantive production.

1.2. RESEARCH AND CONTENT DEVELOPMENT

The service provider must undertake sufficient research to ensure that all factual claims, statistics and investment opportunities presented in the video and brochure are accurate and properly approved. The research should cover, where applicable:

- Buffalo City's geographic location and connectivity
- Population and demographic profile
- Economic profile
- Investment environment
- Key economic sectors (existing businesses and industries, industrial and commercial opportunities, property development opportunities, infrastructure, transport and logistics, Ports and related opportunities, Automotive sector, Manufacturing, Oceans economy, Agriculture and Agro processing, Renewable energy/green economy opportunities, Digital economy)
- Tourism (Hospitality, MICE/business tourism, Sports and events, Heritage and cultural tourism, Coastal and marine tourism, Nature-based tourism, Township and community tourism, Tourism routes, Major attractions, Development projects, Future plans and strategic opportunities)
- Other priority sectors identified by BCMDA

The project will include interviews with relevant industry representatives and other key stakeholders. The service provider must not independently introduce unverified investment figures, project values, claims or statistics. All such information must be verified with BCMDA before publication.

1.3. CONTENT AND CREATIVE CONCEPT

The appointed service provider must develop a creative concept capable of presenting Buffalo City as **"A destination to leave, work, play."** The concept must be modern, aspirational, professional and commercially compelling. The creative treatment should incorporate:

- Professional cinematography, Aerial/drone footage where appropriate and legally permitted, Ground footage, Time-lapse footage where appropriate, High-quality photographs and existing approved imagery, Interviews, Motion graphics, Infographics, Maps, Animated statistics, Text overlays, Branding, Appropriate music, Professional voice-over, Subtitles/captions where required and Appropriate transitions and visual effects.

1.4. VIDEO PRODUCTION

a) Video Duration

The main promotional video should preferably be approximately 8–12 minutes, subject to the approved creative treatment and content requirements. The video must be able to be split into an investment promotion video and tourism promotion video (stand-alone). The final duration must be agreed with BCMDA before production. The service provider should also provide a shorter digital cut of approximately 60–120 seconds, subject to BCMDA's approval, for use on websites, social media, presentations and digital marketing platforms.

b) Video Structure

The proposed video should broadly include:

Segment 1: Introduction (15 sec)

- Introduction to Buffalo City
- Location and strategic significance
- Brand identity
- Key visual impressions of the city

Segment 2: The Current Status Quo (15 sec)

- Economic profile
- Tourism profile
- Existing infrastructure
- Key industries
- Tourism assets
- Current achievements

- Existing development initiatives

Segment 3: Why Buffalo City? (30 sec)

- Competitive advantages
- Strategic location
- Natural assets
- Human capital
- Existing industries
- Infrastructure
- Connectivity
- Lifestyle
- Tourism offering
- Investment environment

Segment 4: Investment Opportunities (3;30)

The video should showcase priority investment sectors and opportunities identified and approved by BCMDA.

Segment 5: Tourism Opportunities (2:30)

The video should showcase:

- Beaches and coastal attractions
- Heritage and culture
- Nature
- Adventure
- Events
- Sports
- Accommodation
- Food and lifestyle
- Business/MICE tourism
- Tourism routes
- Emerging tourism opportunities

Segment 6: Future Plans (30 sec)

The video must communicate approved plans, projects and development priorities that demonstrate Buffalo City's future potential.

Segment 7: Call to Action (30 sec)

The final section must provide a strong call to action inviting the below to engage with BCMDA and Buffalo City:

- Investors
- Developers

- Entrepreneurs
- Tourism operators
- Visitors
- Strategic partners
- Businesses

Contact details and approved digital channels must be clearly displayed.

1.5. VOICE-OVER

The video must include a professionally produced voice-over. The service provider must:

- Develop a professional voice-over script based on approved content
- Provide suitable professional voice talent
- Ensure excellent recording quality
- Ensure the voice-over is clear and intelligible
- Match the voice-over appropriately with the visual narrative
- Allow BCMDA to review and approve the script before recording
- Provide reasonable script revisions following BCMDA comments
- Ensure the final voice-over is professionally mixed with music and other audio

BCMDA may specify preferred voice characteristics, including gender, accent, tone and language.

1.6. INTERVIEWS

The service provider should conduct professionally filmed interviews with selected:

- BCMDA representatives
- Municipal representatives
- Tourism stakeholders
- Investors/business representatives
- Development partners
- Tourism operators
- Other strategic stakeholders approved by BCMDA.

The service provider will be responsible for: Interview preparation, Interview questions, Scheduling, Filming, Lighting, Sound, Direction, Post-production and obtaining appropriate releases/consents where required. No interviewee may be filmed or quoted without appropriate approval.

1.7. PHOTOGRAPHY AND VIDEOGRAPHY

The service provider must undertake professional photography and videography of approved locations and subjects. The scope may include:

- Cityscapes
- CBD

- Beaches
- Coastline
- Tourism attractions
- Heritage sites
- Industrial areas
- Business districts
- Infrastructure
- Transport facilities
- Development sites
- Accommodation establishments
- Restaurants and lifestyle locations
- Events
- Sports facilities
- Cultural activities
- Communities
- Natural landscapes
- Other locations identified by BCMDA.

All filming must be conducted lawfully and safely.

1.8. DRONE/AERIAL FILMING

Where aerial footage materially enhances the production, the service provider must provide professional drone filming. The service provider will be responsible for:

- Using suitably qualified/licensed personnel where legally required
- Obtaining applicable permissions
- Compliance with aviation requirements
- Public safety
- Insurance requirements
- Data protection/privacy considerations
- Any required location permissions

1.9. POST-PRODUCTION

The service provider must provide professional post-production services, including:

- Video editing
- Colour correction
- Colour grading
- Sound editing
- Sound mixing
- Voice-over
- Music
- Graphics
- Motion graphics
- Maps
- Infographics

- Animation where appropriate
- Titles and captions
- Logos and branding
- Credits
- Final mastering

The final production must meet professional broadcast/digital marketing standards.

1.10. MUSIC AND COPYRIGHT

All music, stock footage, photographs, graphics, fonts and other third-party materials must be appropriately licensed. The service provider must provide documentary evidence of licensing where requested. The final product must not expose BCMDA to copyright, licensing or intellectual-property claims. All music used must be suitable for a professional investment and tourism promotion video.

1.11. WEBSITE AND DIGITAL COMPATIBILITY

The video must be suitable for easy upload and playback on the BCMDA/municipal website. The service provider must deliver the final video in commonly supported digital formats, preferably including:

- MP4
- H.264/H.265 where appropriate
- High-definition 1080p minimum
- Web-optimised version
- High-quality master version
- Short-form digital version

The service provider must provide technical specifications, file sizes and recommended web settings. The service provider must ensure that the video does not contain unnecessary technical restrictions that prevent BCMDA from uploading or distributing it.

1.12. USB FLASH DRIVE PRODUCTION WITH QR CODE

The service provider must produce and supply 150 branded USB flash drives and each USB must:

- Be of good commercial quality
- Have suitable storage capacity for the final video package
- Be branded in accordance with BCMDA's approved corporate identity
- Contain the approved final video
- Be tested before delivery
- Be individually packaged where appropriate
- Be supplied in a professional presentation format

The service provider must ensure that all 150 USB drives are readable and contain the correct final files. A minimum USB capacity of 16 GB is recommended, subject to the final file package.

The brochure and other relevant promotional materials should incorporate QR codes that provide direct access to BCMDA's approved digital platforms, investment opportunities, tourism information and contact channels. The QR codes should enable users to easily access updated information and engage further with BCMDA beyond the printed material.

1.13. A4 BROCHURE/CATALOGUE

The service provider must convert the key content of the video into a professional, colourful A4 investment grade promotional brochure/catalogue. The brochure must:

- Be professionally designed
- Be full colour
- Be visually consistent with the video
- Use high-quality images
- Contain approved investment and tourism information
- Present investment opportunities
- Present tourism opportunities
- Include maps/infographics where useful
- Include BCMDA branding
- Include contact details and calls to action
- Be suitable for investors, tourists, businesses and stakeholders
- Be print-ready
- Be supplied in editable and print-ready digital formats

The recommended brochure length is 8–16 A4 pages, subject to the approved content and design. Final page count will be agreed during the inception/design stage.

1.14. PRINTING

The service provider must print 50 full-colour A4 copies. Minimum requirements are as follows:

- Full colour
- High-quality commercial printing
- High-quality paper stock
- Professional binding/finishing
- Clean and accurate trimming
- High-resolution images
- Correct corporate branding
- Professional packaging for delivery

The bidder must specify the proposed paper weight, finish, binding method and print specifications in its quotation.

1.15. APPROVAL AND QUALITY CONTROL

The following approval stages must be incorporated:

- ✓ **Stage 1** – Concept Approval - BCMDA approves the creative concept and proposed structure.
- ✓ **Stage 2** – Content/Script Approval- BCMDA approves the factual content and voice-over script.
- ✓ **Stage 3** – Production Approval - Filming and production commence following approval.
- ✓ **Stage 4** – Rough Cut - A rough-cut version is submitted to BCMDA for comments.
- ✓ **Stage 5** – Final Video - The service provider incorporates approved amendments and submits the final video.
- ✓ **Stage 6** – Brochure Draft - The first brochure design is submitted for review.
- ✓ **Stage 7** – Final Brochure - Final corrections are incorporated before printing.
- ✓ **Stage 8** – Final Quality Assurance

All USBs and printed brochures are checked before delivery. At least two reasonable rounds of consolidated revisions should be included in the quoted price.

1.16. TARGET AUDIENCE

The products must be designed for a diverse but clearly defined audience, including:

a) Investment Audience

- Domestic investors
- International investors
- Developers
- Financial institutions
- Property investors
- Businesses
- Entrepreneurs
- Industry associations
- Development finance institutions
- Strategic partners

b) Tourism Audience

- Domestic tourists
- International tourists
- Tourism operators
- Travel trade
- Event organisers
- MICE operators
- Tour operators

- Hospitality investors

c) Institutional Audience

- Government
- Development agencies
- Provincial and national stakeholders
- Municipal stakeholders
- Embassies/trade missions
- Chambers of commerce
- Business organisations

1.17. BRANDING

All products must comply with:

- BCMDA corporate identity
- Buffalo City Metropolitan Municipality branding requirements where applicable
- Approved logos
- Approved colour palette
- Typography
- Brand positioning
- Communication standards

The service provider must not alter official logos or corporate identities without written approval.

1.18. LANGUAGE

The primary language of the video and brochure shall be English, unless otherwise approved by BCMDA. Where required, subtitles or additional language versions may be introduced subject to the approved scope and budget.

1.19. INTELLECTUAL PROPERTY

Upon full payment, all final commissioned materials developed specifically for BCMDA under this assignment shall become the property of BCMDA, subject to applicable third-party licensing restrictions. The service provider must hand over:

- Final video
- Web version
- Short version
- Final audio
- Approved photographs/stills
- Brochure
- Editable artwork/source files
- Graphics
- Maps created specifically for the project

- Scripts
- Other agreed production assets

The service provider must disclose any third-party intellectual property incorporated into the final products.

1.20. PROJECT MANAGEMENT

The service provider must have a dedicated Project Manager/Account Manager who will serve as the principal contact with BCMDA. The Project Manager will be responsible for:

- Project planning
- Coordination
- Stakeholder communication
- Scheduling
- Production management
- Quality control
- Risk management
- Progress reporting
- Final delivery

1.21. PROPOSED PROJECT PERIOD

The assignment should preferably be completed within 8–12 weeks from the date of appointment, subject to availability of stakeholders, access to locations and timely approvals. The service provider may propose a shorter realistic period. The proposed programme should include:

PHASE	INDICATIVE PERIOD
Appointment and contracting	Week 1
Inception and research	Weeks 1–2
Creative concept/script	Weeks 2–3
Script/content approval	Week 3
Filming/photography	Weeks 3–5
Editing/post-production	Weeks 5–7
BCMDA review	Week 8
Final video	Weeks 8–9
Brochure design	Weeks 7–9
Brochure approval	Week 10
Printing and USB production	Weeks 10–11
Final QA and handover	Week 12

The bidder must provide a detailed project programme with its proposal.

1.22. MINIMUM TECHNICAL EQUIPMENT/CAPABILITY

The service provider must have access to appropriate professional equipment, including, as applicable:

- Professional cinema/broadcast-quality cameras
- Professional lenses
- Professional lighting
- Stabilisation equipment
- Professional audio recording equipment
- Wireless/lapel microphones
- Tripods
- Gimbals
- Professional editing systems
- Colour grading capability
- Motion graphics capability
- Drone equipment where applicable
- Professional graphic design and print-preparation capability

1.23. COMMUNICATION AND REPORTING

The service provider must provide regular progress updates to BCMDA. At minimum conduct the following:

- Inception meeting
- Weekly progress updates during active production
- Production/filming update
- Rough-cut presentation
- Brochure design presentation
- Final quality assurance report
- Final handover meeting

1.24. CONFIDENTIALITY

The service provider must treat all non-public information supplied by BCMDA as confidential. No project information, interviews, photographs, video footage, draft materials or other content may be released publicly without prior written approval from BCMDA.

1.25. PROFESSIONAL CONDUCT

The service provider must conduct itself professionally and ensure that:

- All personnel are appropriately qualified
- Stakeholders are treated professionally
- Filming activities do not unnecessarily disrupt operations
- Appropriate health and safety measures are observed
- Appropriate permissions are obtained
- BCMDA's reputation is protected
- All content is consistent with approved public-sector communication standards

1.26. FINAL HANDOVER

At completion, the service provider must provide BCMDA with a complete digital handover package containing:

1. Final master video
2. Web-optimised video
3. Short digital video
4. Final audio/voice-over
5. Final brochure PDF
6. Editable brochure/source files
7. Approved photographs/stills
8. Graphics and artwork
9. Final approved script
10. Copyright/licensing documentation
11. USB master files
12. Technical specifications
13. File inventory
14. Any other agreed production assets

All files must be supplied through an agreed digital transfer mechanism and/or approved physical storage medium.

1.27. EXPECTED OUTCOME

At the conclusion of the assignment, BCMDA should have a professional, compelling and reusable investment and tourism marketing package that can be used to:

- Attract investors
- Promote tourism
- Showcase Buffalo City's competitive advantages
- Support investment conferences and trade missions
- Support tourism exhibitions
- Support stakeholder engagements
- Promote development opportunities
- Enhance the BCMDA website
- Support digital marketing campaigns
- Distribute to potential investors and partners
- Position Buffalo City as an attractive destination for investment, tourism, business and development.

The final products must present Buffalo City as a city with credible opportunities, strong assets, a clear development direction and an ambitious future.

2. FUNCTIONALITY ASSESSMENT

Bidders are to score a minimum of 70/100 points to qualify for price and specific goals evaluation.

FUNCTIONALITY	Evidence required	Maximum Points
EXPERIENCE OF BIDDER (50/100): <ul style="list-style-type: none"> Relevant track record, reputation, and experience in printing solution provision in the last 5 years. <ul style="list-style-type: none"> Rating score will be allocated as follows: <ul style="list-style-type: none"> One project = 10; Two projects = 20; Three projects = 30; Four projects = 40 Five or more projects completed = 50. 	<p>This must be supported by the submission of reference letters from current/previous clients.</p> <p>NB: Appointment letters/purchase orders/invoices will not be accepted as proof of reference.</p>	50
KEY PERSONNEL (50/100): <ul style="list-style-type: none"> Experience of the Project Manager/Team Leader/Technician Expert to render the service. Rating score values for key personnel is allocated as follows: <ul style="list-style-type: none"> 1 to 2 years = 20; 3 to 4 years = 30; 5 years and above = 50. 	<p>This must be supported with a submission of 1 CV of the Project Manager/Team Leader/Technician Expert demonstrating the number of years of experience.</p>	50
Total points		100

3. PRICING SCHEDULE

Bidders must complete the following pricing schedule. All prices must be inclusive of all costs necessary to deliver the specified outputs.

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL AMOUNT
1.	Project management and production planning	R	R	
2.	Research, information gathering, creative concept/treatment and content development	R	R	
3.	Script development, revisions and interview filming and production	R	R	
4.	Professional video production/filming including drone/aerial filming, photography/stills, voice-over artist and recording	R	R	
5.	Video editing/post-production including Motion graphics/animation/infographics, music/audio design/licensing and colour grading and sound mastering	R	R	
6.	Main promotional video – approximately 8–12 minutes, short promotional digital cut – approximately 60–120 seconds, web-optimised video version and master/high-resolution video file	R	R	
7.	A4 Brochure/catalogue content adaptation, revisions and graphic design	R	R	
8.	Printing of full-colour A4 brochures	R	R	
9.	Branded USB flash drives with QR code, duplication/loading/testing, packaging and minimum 16 GB	R	R	
10.	Digital source/editable files and final handover package	R	R	
TOTAL ESTIMATED COST EXCL. VAT				R
VAT @ 15%				R
TOTAL ESTIMATED COST INCL. VAT				R

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 17 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 17 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	<p>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?</p> <p>(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).</p> <p>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.</p>	<p>Yes</p> ☐	<p>No</p> ☐
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	<p>Yes</p> ☐	<p>No</p> ☐
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