



## INVITATION TO QUOTE

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE:** 16 AUGUST 2024

**COMPULSORY CLARIFICATION DATE:** 20 AUGUST 2024

**TIME:** 10H00AM – 11H00AM

**VENUE:** The Auditorium, at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000

**CLOSING DATE:** 22 AUGUST 2024

**CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** RFQ – PROVISION OF PEST CONTROL SERVICES FOR THE JDA BUS FACTORY FOR A PERIOD OF 12 MONTHS

**RFQ NUMBER:** JDAFAC-PESTCONTROL/08/2024

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:  
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that RFQ submissions are delivered timeously to the correct address. If the RFQ is late, it will not be accepted for consideration.**

**NB: NO RFQ SUBMISSION WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

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

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

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

**Department:** Procurement  
**Tel:** 011 688 7851

**Contact Person:** Mr. Thapelo Kgaphola  
**E-mail:** [TKgaphola@jda.org.za](mailto:TKgaphola@jda.org.za)

### ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

**Department:** Facilities Management  
**Tel:** 011 688 7843

**Contact Person:** Ms. Tshepo Mpyatona  
**E-mail:** [tmpyatona@jda.org.za](mailto:tmpyatona@jda.org.za)

**PLEASE NOTE: SUBMISSIONS MUST BE SUBMITTED ON THE RFQ DOCUMENTATION ISSUED. RFQ DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED**

**OFFER**

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

NAME OF BIDDER .....

BID DESCRIPTION .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER .....

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

SUB TOTAL BID PRICE..... excluding Value Added Tax

15% VAT .....

TOTAL BID PRICE..... including Value Added Tax

TOTAL BID PRICE in words .....

..... excluding Value Added Tax/ including Value Added Tax (please circle the relevant one)

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

DATE .....

THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED

**TABLE OF CONTENT**

---

	<b>Page No.</b>
<b>1. INTRODUCTION</b>	<b>5</b>
<b>2. SCOPE OF WORKS</b>	<b>5</b>
<b>3. NOTES FOR PRICING</b>	<b>5-6</b>
<b>4. PRICING TABLE</b>	<b>6-8</b>
<b>5. ASSESSMENT CRITERIA</b>	<b>8</b>
5.1 Compliance	
5.2 Technical	
5.3 Price and Specific Goals	
5.4 Risk Tolerance	
<b>6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS</b>	<b>12</b>

**ANNEXURES**

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts

**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: [whistle@joburg.org.za](mailto:whistle@joburg.org.za)
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5<sup>th</sup> Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfs)
- Management Request and referrals: Various Departments and Entities



Let's join hands to take up the Fight against Fraud and Corruption in our society.

**WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE**

## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from service providers for pest control services at the Bus Factory premises at 3 Helen Joseph Street, Newtown. The JDA wishes to appoint a professional pest control service provider to treat and monitor its Offices and the communal areas of the Bus Factory to ensure it is kept pest free.

The pest control service provider must always adhere to the manufacturer's specifications regarding the correct storing, handling and usage of hazardous substances which it intends to use.

The pest control service provider shall prove to the JDA that they are fully compliant with the Occupation Health and Safety Act (Act no 85 of 1993 as amended) as well as the Compensation for Occupational Injuries and Diseases Act (Act no 130 of 1993 as amended) and their applicable regulations.

The appointment period envisaged is for twelve (12) months.

### 1.1 Background

The JDA Offices are situated in the Bus Factory premises at 3 Helen Joseph Street in Newtown, Johannesburg. The Bus Factory is also the home of various tenants of the JDA such as Imbali Visual Literacy Projects, Common Purpose, and other NGO's.

The JDA provides pest control for the communal areas of the premises as well as its own offices, basement parking area and storerooms.

The JDA therefore invites all interested service providers to submit their tenders for the provision of pest control services for the Bus Factory for a 12 months period as described in this document.

## 2. SCOPE OF WORK AND DELIVERABLES

The successful service provider is expected to render the following services:

- 1) Supply, install and maintain the necessary pest control equipment
- 2) Supply, install the products used for treatments
- 3) All types of consumables are to used supplied
- 4) Provide the necessary services as per the specified time frames
- 5) MSD of consumables to be supplied

## 3. NOTES FOR PRICING

The basis for fee proposals is outlined in item 3.1 below.

This is followed by item 6.1 which applicants are required to take note of.

**3.1** Tenderers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the "Offer" page correctly.

**Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non-compliance.**

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work).

This is followed by item number 6.3 which ALL applicants are required to take careful note of.

### **TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE**

Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the quoted amount.

**Failing to price as required will result in the RFQ document being disqualified.**

### **3.2 Notes**

- 3.2.1 Tenderers must ensure that the final **PRICING TABLE TOTAL FEE** is correctly carried over to the “offer” page. The total value recorded as total of pricing table must be the same as the one recorded on the offer page, which will be regarded as the quoted amount to render services. **Failing to price as required will result in the RFQ submission being disqualified.**
- 3.2.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 3.2.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.
- 3.2.4 That the RFQ is issued out in line with POPI Act.
- 3.2.5 That the RFQ shall be evaluated in accordance with PPR 2022
- 3.2.6 Bidders are to factor in a fixed pricing for the next 12 months.

## **4. PRICING TABLE**

**Table A: RENTAL OF EQUIPMENT**

Description	Quantity	No. of Months	Price (excluding VAT)
Tamperproof Rodent Bait Box	52	12	R
<b>SUBTOTAL FOR 12 MONTHS (excluding VAT)</b>			R

**TABLE B: SERVICES**

Description	No. of Months	Frequency	Price (excluding VAT)
Rodent Treatment	12	Monthly	R
Insects (i.e. Cockroaches, flies) Treatment	12	Monthly	R
<b>SUBTOTAL FOR 12 MONTHS (excluding VAT)</b>			R

<b>SUB TOTAL FOR TABLE A + TABLE B excluding VAT</b>	R
<b>15% VAT</b>	R
<b>TOTAL FOR TABLE A + TABLE B + VAT</b>	R

The total price to be correctly transferred to the offer page, and failure to do that, bidders will be disqualified including no quoting / pricing all item correctly.

#### 4.1 PRESENTATION OF QUOTATIONS

The following information must be clearly spelt out:

- **BRIEF** company background lists of SIMILAR (Pest control services) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:
  - Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- An original letter from the tenderer's bank confirming account information.

- Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- The forms A to F annexed, must be scrutinized, completed in full and submitted together with your RFQ.

**Failure to comply with the requirements in item 3 and 4 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.**

**Note for consortium and joint ventures.**

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

## **5. ASSESSMENT CRITERIA**

**Submissions will be evaluated on the criteria to follow**

- Compliance
- Technical
- Price and Specific Goals
- Risk tolerance.

### **5.1 Compliance**

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was Unsatisfactory, Or the contract was terminated.
- Bidders who did not complete, in full, the tender offer page and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;
- Bidders who failed to attend the compulsory briefing sessions;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 3 and 4 herein;



- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose directors are having municipal accounts that are owing more than 90 days;
- Bidders who are not registered with the National Central Supplier Data Base;

## 5.2 Technical

Item	Criteria	Total Points
(i)	Key returnable (annexure A-F fully completed and signed)	0
(ii)	Past completed similar projects as experience of the company	50
(iii)	Detailed and signed reference letters which are in line with item (ii)	50
Minimum / Cut –off @ 70%		<b>70</b>
Maximum		<b>100</b>

### a) Submission / Assessment Checklist

a) Submission / Assessment Checklist

Variable	Criteria		Description of Criteria	Total Points
(i) Key returnable documents	Returnable Documents Required are as follows		Points will only be allocated for documents correctly completed and signed.	
	1. Company background / brochure			Y/N
	2. List of similar contracts currently awarded by organ of state			Y/N
	3. List of completed contracts of similar nature			Y/N
	4. Details of directors and shareholders with certified copies of ID's			Y/N
	5. Company registration documents and CSD Report			Y/N
	6. CTS letter from SARS (Tax pin)			Y/N
	7. Valid BBBEE certificate/s or Affidavit Sworn under oath			Y/N
	8. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for			Y/N
	Annexures A to F all completed in full and signed			N/A
	Variable	Criteria		Description of Criteria
(ii) List of Completed	50 points	Five or more projects demonstrating knowledge and experience in pest control services	Points will only be	50
		Three to four projects demonstrating knowledge and experience in pest control services		30

Similar projects		One to two projects demonstrating knowledge and experience in pest control services	allocated for a relevant / similar completed project experience (Complete annexure D)	10
(iii) Contactable references in line with item ii	50 points	Five or more satisfactory references for pest control services	References must be on the client's letterhead or on a document stamped by the client and must confirm the project description and value of services rendered in order to obtain the points.  If any of the required information does not appear in the reference, zero points will be awarded.	50
		Three to four satisfactory references for pest control services		30
		One to two satisfactory references pest control services		10
	Total Maximum Score =			100
	Minimum Score to Proceed (70%) =			70

### 5.3 Price and Preferential Goals

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

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

**Preference points shall be based on the Specific Goal as per below:**

Awards UP TO R50 mil (VAT Inclusive)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – <b>Black People</b>	<b>5</b>	<ul style="list-style-type: none"> <li>Valid BBBEE certificate / Affidavit Sworn under oath</li> <li>Company Registration Certification</li> <li>Certified copy of ID of owners of the business and shareholders certificate</li> </ul>
Business owned by 51% or more - <b>Women</b>	<b>10</b>	<ul style="list-style-type: none"> <li>Valid BBBEE Certificate/ Affidavit Sworn under oath</li> <li>CSD report</li> </ul>
SMMEs (An EME or QSE)	<b>5</b>	<ul style="list-style-type: none"> <li>Valid BBBEE Certificate/ Affidavit Sworn under oath</li> <li>CSD report</li> </ul>
Total Points	<b>20</b>	<b>Failure to attach evidence will lead to scoring zero points</b>

### 5.4 RISK TOLERANCE

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

The greater of R8 million or four contracts / projects in the current financial year or

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for multi-disciplinary professional service providers (eg. more than one discipline / service is provided by the same bidder) is either :

The greater of R12 million or six contracts / projects in the current financial year or

The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

## **6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

The words ***“RFQ – PEST CONTROL SERVICES FOR THE JDA BUS FACTORY FOR A PERIOD OF 12 MONTHS”*** must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

**The RFQ closes at 12h00 on 22 August 2024.**

**NO E-MAILED/ NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final.

The Johannesburg Development Agency does not bind itself to accept any RFQ submission and no correspondence will be entered into.

Tender validity is 90 days.

Queries can be addressed in writing to:

Tshepho Mpyatona

E-mail: [tmpyatona@jda.org.za](mailto:tmpyatona@jda.org.za)

**ANNEXURE A: BUSINESS DECLARATION****Tender/RFQ Number:** .....**Tender/RFQ Description:** .....

.....

**Name of Company:** .....**Contact Person:** .....**Postal Address:** .....

.....

**Physical Address:** .....

.....

**Telephone Number:** .....**Fax Number:** .....**Cell Number:** .....**E-mail Address:** .....**Company/enterprise Income****Tax Reference Number** : .....

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number:** .....**Company Registration Number:** .....**1. Type of firm**

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Public company
- ☐ Private company

(Tick one box)

**2. Principal business activities**

.....

.....

.....

**3. Total number of years company has been in business: .....****4. Detail all trade associations/professional bodies in which you have membership**

.....

.....

.....

**5. Did the firm exist under a previous name?**

- ☐ Yes
- ☐ No

(Tick one box)

**If yes, what was its previous name? .....**

**6. How many permanent staff members are employed by the firm:**

**Full Time** : .....

**Part Time** : .....

**7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:**

**Full Time** : .....

**Part Time** : .....

**8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.**

**R** ..... **Year:** .....

**R** ..... **Year:** .....

**R** ..... **Year:** .....

**9. List all contracts of similar nature which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days’** notice in writing.

**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

**PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....

**DATE** : .....

**COMPANY STAMP**



**ANNEXURE B: DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of 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: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
  - 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**  
If yes, furnish particulars  
.....  
.....
  - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**  
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**  
If yes, furnish particulars  
.....  
.....

**YES / NO**

.....

.....

**YES / NO**

.....

.....

**YES / NO**

.....

.....

**YES /**

.....

.....

[illegible]

**CERTIFICATION****I, THE UNDERSIGNED (FULL NAME)**  
.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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.....  
Position.....  
Name of Bidder.....  
Date

\* MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii)

the

national Assembly or the national Council of provinces;

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

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

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

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

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

\*\* “Stakeholder” 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.

### **ANNEXURE C: 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 as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

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

**CERTIFICATION****I, THE UNDERSIGNED (FULL NAME)**

.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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.....  
Position.....  
Name of Bidder.....  
Date

**ANNEXURE D - 1: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

[illegible]

**ANNEXURE D - 2: PARTICULARS OF PREVIOUS CONTRACTS AWARDED BY NOT AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.**

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

**\*\*\* Organ of State means-**

- ♦ a) a national or provincial department;
- ♦ b) a municipality;
- ♦ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ♦ d) Parliament;
- ♦ e) a provincial legislature;
- ♦ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....  
 Signature  
*(of person authorised to sign on behalf of the organisation)*

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

**ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

***“RFQ – PEST CONTROL SERVICES FOR THE JDA BUS FACTORY FOR A PERIOD OF 12 MONTHS”***

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

---

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,



directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

- A Any bid will be rejected if:  
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated.....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1.....
  - 2.....
  - 3.....
  - 4.....
  - 5.....
  - 6.....
  - 7.....

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....  
.....

---

**Signature**

---

**Date**

## **POPI ACT**