PIKITUP JOHANNESBURG SOC LIMITED

FORMAL WRITTEN PRICE QUOTATION DOCUMENT

PROCUREMENT FROM ABOVE R2000.00 UP TO A TRANSACTION VALUE R750 000.00 (INCLUDING VAT)

DESCRIPTION: APPOINTMENT OF A CONTRACTOR WITH A CIDB GRADING OF 1GB OR HIGHER TO DO GENERAL REPAIRS AT DIEPSLOOT BUY BACK CENTRE.

QUOTATION NO: PIK 017/2026-27

TENDER CLOSING DATE: 27 OCTOBER TENDER CLOSING TIME: 11:00 AM

BIDDER NAME: .....

BIDDER CSD #: **MAAA** .....

BID AMOUNT: **R** .....

BID DOCUMENT FOR:	**BID DOCUMENTS SUBMISSION:**
PIKITUP JOHANNESBURG SOC LTD **JORISSEN PLACE** **66 JORISSEN STREET** **BRAAMFONTEIN** **2001** Contact person: Papi Lekgoathi Enquiries: quotations@pikitup.co.za Enquiries or clarifying questions relating to this bid may be directed in writing via e-mail to the contact person indicated above.	Bid response documents must be deposited in the Pikitup Tender Box before the closing date and time. Details as specified in the tender notice and invitation. **Bid Closing Date: 27 OCTOBER 2026** **Bid Closing Time: 11H00** **Venue: Pikitup Head Office, Tender Office, Ground Floor, East Wing, Jorissen Place, 66 Jorissen Street, Braamfontein, JHB** **BID VALIDITY PERIOD: The bid offer validity period is 60 calendar days from the closing time for submission of the bid.**

SECTION 1

Section 1.1 BID NOTICE

Pikitup Johannesburg SOC Limited invites prospective bidders to submit proposal documents as part of the bid process for the service required below:

BID NO	**BID NO: PIK 017/2026-27**
BID DESCRIPTION	**APPOINTMENT OF A CONTRACTOR WITH A CIDB GRADING OF 1GB OR HIGHER TO DO GENERAL REPAIRS AT DIEPSLOOT BUY BACK CENTRE.**
BID EVALUATION	Compliance Evaluation Price and Specific Goals (80/20) **PREFERENCE POINTS MAY BE CLAIMED FOR SPECIFIC GOALS AND MUST BE SUBSTANTIATED WITH EVIDENCE**
BID VALIDITY PERIOD	60 calendar days from the bid closing date
BRIEFING /INFORMATION MEETING DETAILS	None
BID CLOSING DATE AND TIME	27 October 2026 at 11:00 AM
BID RESPONSES REQUIREMENT	The original bound hard copy of the bid response document, must be enclosed in a sealed envelope, clearly marked on the outside of the envelope with the Bid reference number, Bid description, closing date, and bidder's name.
TENDER BOX	Bid response must be deposited in the Pikitup Tender Box situated at Pikitup Head Office, Ground Floor, East Wing, Pikitup Tender Office, Jorissen Place, 66 Jorissen Street, Braamfontein, no later than the closing date and time stipulated in the tender invitation. The tender box is accessible on weekdays from 08:00 to 16:30.
CONTACT PERSON	Papi Lekgoathi
EMAIL ADDRESS	quotations@pikitup.co.za

- All RFQ notices are published on the Pikitup website and the Pikitup Notice Board. Bid invitation documents, in English, may be downloaded free of charge from the Pikitup website (www.pikitup.co.za).
- Bidders who fail to attend a compulsory tender or site briefing, where applicable, will be regarded as non-responsive.
- Bids may only be submitted on the official bid document issued by Pikitup and must be completed in full.
- Bids must remain valid for the period specified in the bid notice and/or invitation document.
- Late submissions, as well as bids submitted electronically, by email, telephonically, by facsimile, or by any other means than specified, will not be accepted for consideration.
- Bids will be evaluated in accordance with the Pikitup Supply Chain Management Policy and Procedure Manual, the Municipal Supply Chain Management Regulations, the Preferential Procurement Regulations, applicable legislation, the General Conditions of Contract (GCC), Special

Conditions of Contract, conditions of the bid, specifications, and/or terms of reference contained in the bid document.

- Pikitup does not bind itself to accept the lowest tender or any tender received.
- Failure to comply with the conditions contained in the bid invitation document may result in the bid being declared non-responsive and/or disqualified. Such conditions include, but are not limited to:
  - compliance with the General Conditions of Contract (GCC), Special Conditions of Contract, conditions of the bid, specifications, and/or terms of reference;
  - the bidder and its directors being in good standing with respect to municipal rates and service charges;
  - registration on the National Treasury Central Supplier Database (CSD);
  - tax-compliant status;
  - submission of all required tender documents, declarations, and supporting evidence;
  - compliance with any minimum bid requirements specified in the bid document; and
  - submission of bids in the Pikitup tender box before the stipulated closing date and time.

SCAM ALERT

In the interest of promoting transparency in procurement processes and ensuring compliance with applicable legislation, the invitations to bids are published, as well as the names of the responding bidding companies and their bid values, which are publicly disclosed at tender box openings and published on the Pikitup website as required by the relevant MFMA legislation.

However, it has come to our attention that fraudsters are exploiting this publicly available information for criminal purposes.

Individuals are impersonating municipal and/or Pikitup officials, falsely claiming to be members of Bid Evaluation or Bid Adjudication Committees, and are soliciting bribes from bidders in exchange for preferential treatment during the evaluation process or the awarding of tenders.

Bidders are urged to remain vigilant and take note of the following:

- Pikitup Bid /RFQ documents are issued free of charge via the Pikitup website; thus, no payment is required to receive bid invitation documents.
- Pikitup utilises the National Treasury Central Supplier Database (CSD); thus, no payment is required for supplier registration.
- Only respond to bids that are officially published on the Pikitup website and/or Pikitup notice Board will be considered.
- All bid submissions must be deposited in the official Pikitup tender box as specified in the tender documents.
- Communication should only be in writing with the designated Pikitup contact person listed in the bid documents. Official contact details are indicated in the bid notice or invitation.
- Under no circumstances should bidders entertain or respond to requests for bribes. Pikitup does not solicit or accept any form of inducement in its procurement processes.

REPORT FRAUD AND CORRUPTION

Any fraud or corruption must be reported immediately to one or more of the following institutions:

City of Johannesburg Anti-Fraud Hotline: 0800 002 587, email: whistle@joburg.org.za or anti-fraud@joburg.org.za.

National Anti-Corruption Hotline: 0800 701 701, email: integrity@publicservicecorruptionhotline.org.za.

South African Police Service (SAPS): 08600 10111 or 012 846 4590 or 071 481 3414, email**:** CorruptionReports@saps.gov.za or Corruption.ReportsHO@saps.gov.za.

SECTION 1.2: INVITATION TO BID - MBD 1, PARTS A AND B

INVITATION TO BID: PART A

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF PIKITUP JOHANNESBURG SOC LIMITED					
BID NUMBER:	**PIK017/2026-27**	**CLOSING DATE:**	**27 OCTOBER 2026**	**CLOSING TIME:**	**11H00**
DESCRIPTION	**APPOINTMENT OF A CONTRACTOR WITH A CIDB GRADING OF 1GB OR HIGHER TO DO GENERAL REPAIRS AT DIEPSLOOT BUY BACK CENTRE.**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN **THE PIKITUP TENDER BOX SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, PIKITUP TENDER OFFICE, JORISSEN PLACE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000**					
SUPPLIER INFORMATION					
NAME OF BIDDER					
STREET ADDRESS					
POSTAL ADDRESS (IF DIFFERENT)					
CONTACT PERSON					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
SARS INCOME TAX NUMBER					
SARS TAX COMPLIANCE PIN #	Tax Compliant? ☐Yes ☐No		**TAX COMPLIANCE PIN**		
VAT REGISTRATION	VAT registered? ☐Yes ☐No		**VAT REGISTRATION #**		
CENTRAL SUPPLIER DATABASE (CSD)	CSD registered? ☐Yes ☐No		**CSD REGISTRATION #**	MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	☐Yes ☐No [IF YES, ENCLOSE PROOF]		**ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			**TOTAL BID PRICE IN ZAR**	**R**	
SIGNATURE OF BIDDER			**DATE**		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			**TECHNICAL INFORMATION MAY BE DIRECTED TO:**		
DEPARTMENT	**Supply Chain Management**		**CONTACT PERSON**	**Papi Lekgoathi**	
CONTACT PERSON	**Papi Lekgoathi**		**TELEPHONE NUMBER**	**N/A**	
TELEPHONE NUMBER	**N/A**		**FACSIMILE NUMBER**	**N/A**	
E-MAIL ADDRESS	**quotations@pikitup.co.za**		**E-MAIL ADDRESS**	**quotations@pikitup.co.za**	

INVITATION TO BID: PART A

TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED)**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2022, THE PIKITUP SCM POLICY, THE TENDER CONDITIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCC CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS, WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCC CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCC IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED TO VERIFY THE CURRENT TAX COMPLIANCE STATUS.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
	(THIS SECTION "B3" IS ONLY APPLICABLE FOR A FOREIGN-BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS)
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED AS PER 2.3 ABOVE.

NB:

- **FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**.
- **NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

SECTION 2

BID ADMINISTRATIVE REQUIREMENTS AND CONDITIONS

1. BID MANDATORY AND ADMINISTRATIVE REQUIREMENTS

1.1 MANDATORY RETURNABLE DOCUMENTS, COMPLIANCE REQUIREMENTS AND CHECKLIST

1.1.1 Bidders are required to submit all mandatory returnable documents and comply with the minimum tender compliance requirements as specified in the bid document. Failure to submit mandatory returnable documents, including all required supporting documents applicable to prescribed forms such as MBD forms, may result in the bid being deemed non-responsive and disqualified from further evaluation.

1.1.2 Where a mandatory returnable document requires supporting documentation to substantiate any declaration or information provided, such supporting documentation shall be regarded as forming an integral part of the mandatory returnable documents.

1.1.3 Only bids that demonstrate compliance with the minimum tender requirements will qualify for further evaluation.

Table 1: Mandatory Returnable Documents and Means of Verification

Mandatory Returnable Documents	Means of Verification	Checklist (YES or NO)
a) Bid response document	Bid response documents must be fully completed and signed in accordance with the tender requirements.	
b) MBD 1 - Invitation to bid forms Parts A and B	The MBD 1 form must be fully completed, signed, and bidder declarations must be checked for compliance. The bidder CSD and/or PIN must be checked to confirm registration on the National Treasury Central Supplier Database (CSD), and the bidder must be tax compliant.	
c) MBD 4 - Declaration of Interest	The MBD 4 form must be fully completed and signed, and bidder declarations must comply with requirements.	
d) MBD 8 - Declaration of Bidder's Past SCM Practices	The MBD 8 form must be fully completed and signed, and bidder declarations must comply with the requirements.	
e) MBD 6.1 - Preference points claim supporting documents	The MBD 6.1 form must be fully completed and signed, and bidder declarations must comply with the requirements.	
f) MBD 9 - Certificate of Independent Bid Determination	The MBD 9 form must be fully completed and signed, and bidder declarations must comply with the requirements.	
g) Declaration of payment of bidding entity and all directors' municipal rates, taxes or service charges for the business or residential addresses supported by evidence.	**Table 2:** The "Declaration of Payment of Municipal Rates, Taxes and Municipal Service Charges of the Bidding Entity and Its Directors" must be fully completed and signed by the duly authorised representative of the bidder. The declaration must be accompanied by sufficient documentary evidence	

Mandatory Returnable Documents	Means of Verification	Checklist (YES or NO)
	substantiating the information declared, demonstrating that neither the bidding entity nor any of its directors is in arrears for more than ninety (90) days in respect of municipal rates, taxes, and municipal service charges, where applicable.	
h) Declaration of authority to sign a bid	Declaration of authority to sign bid documents must be completed and signed in accordance with the tender requirements.	
i) Copies of director/s ID document/s	Copies of ID document/s submitted must correspond with directors' details.	
j) Minimum of CIDB Grading 1GB	Proof of CIDB Grading	

Table 2: MUNICIPAL RATES, TAXES AND MUNICIPAL SERVICE CHARGES DECLARATION

DECLARATION OF PAYMENT OF MUNICIPAL RATES, TAXES AND MUNICIPAL SERVICE CHARGES OF THE BIDDING ENTITY AND ITS DIRECTORS

I, the undersigned, being the duly authorised representative of the bidder, hereby declare that, to the best of my knowledge and belief, neither the bidding entity nor any of its directors, shareholders, members or partners is in arrears for a period exceeding ninety (90) days in respect of any municipal rates, taxes or municipal service charges payable to any municipality, municipal entity or authorised municipal service provider within the Republic of South Africa.

I further certify that all information contained in this declaration, together with any supporting documentation submitted in support hereof, is true, accurate and complete.

Supporting Documentation

The bidder shall submit documentary proof confirming that the municipal rates, taxes and municipal service charges relating to the bidding entity and each director for the physical addresses declared are not in arrears for more than ninety (90) days. Supporting documentation must be current and not older than three (3) months calculated from the tender closing date. Acceptable supporting documentation may include, but is not limited to; a municipal account statement; a municipal rates and taxes account; a municipal utility account; a municipal account clearance certificate; or any other official document issued by the relevant municipality confirming the account status.

Where the Bidder or Director is Not the Account Holder

Where the bidding entity and/or any director is not the registered account holder or is not contractually responsible for payment of the municipal rates, taxes and/or municipal service charges for the declared business or residential address, the bidder shall submit documentary proof demonstrating this position. Such supporting documentation may include, but is not limited to:

- a copy of the registered account holder's municipal account statement confirming that the municipal account for the relevant property is not in arrears for more than ninety (90) days;
- a valid lease agreement indicating that responsibility for municipal rates, taxes and/or municipal service charges rests with the landlord or another party;
- written confirmation from the landlord, property owner or managing agent confirming responsibility for payment of municipal charges;
- copies of the landlord's or property owner's municipal account statements demonstrating that the account is not in arrears for more than ninety (90) days; or
- any other documentary evidence acceptable to Pikitup demonstrating either:
    - that the bidder or director is not responsible for payment of the municipal rates, taxes and/or municipal service charges for the declared address; or
    - that the municipal account relating to the declared address is not in arrears for more than

ninety (90) days.

Failure to submit sufficient documentary evidence to substantiate this declaration may result in the bid being declared non-responsive.

PART A - DECLARATION	
Does the bidder or any of its directors owe any municipality rates and taxes or municipal charges to the municipality or municipal entity, or to any other municipality or municipal entity that is in arrears for more than 90 days?	☐Yes ☐No

PART B – BIDDER DETAILS		
Physical business address of the tenderer (bidding company)	Is the bidding company the Municipal account holder	Municipal account number
	☐Yes ☐No	

PART C – DIRECTOR/S DETAILS *(If the space provided below is insufficient, the declaration may be supported with a schedule of directors, addresses, and municipal account details)*			
Name and surname of directors	Physical residential address of the director	Is the director the Municipal account holder	Municipal account number/s
		☐Yes ☐No	
		☐Yes ☐No	
		☐Yes ☐No	
		☐Yes ☐No	
		☐Yes ☐No	
		☐Yes ☐No	

The bidder acknowledges that this declaration is submitted in compliance with Regulation 38(1)(d) (i) of the Municipal Supply Chain Management Regulations and accepts that:

- this declaration forms part of the bid submission and may be verified by the Employer;
- the Employer reserves the right to request additional information or supporting documentation where necessary;
- any false declaration, omission, misrepresentation, non-compliance or failure to provide the required supporting documentation may result in the bid being declared non-responsive, the bidder being disqualified from the tender process, the cancellation of any contract awarded, legal action, and/or any other action permitted in law.

Authorised signatory, for and on behalf of the Bidder

Signature: _____

Full Name: _____

Designation: _____

Company Name: _____

Date: _____

MUNICIPAL UTILITY ACCOUNT CLEARANCE CERTIFICATE

If, for example, the bidder or director (account holder) does not have a recent municipal account statement, or the municipal account statement does indicate the timeline specifying that the account is not older than 90 days, the bidder may submit the Municipal Utility Account Clearance Certificate to the applicable local municipality to obtain evidence that the relevant Municipal Utility Account is in good standing.

PART A: TO BE COMPLETED BY THE BIDDER

Bidding entity name or director name (i.e., Municipal Account Holder Name)	Company registration number or director's ID number	Physical Business Address or residential address	Municipal Account Number

PART B: TO BE COMPLETED AND STAMPED BY THE MUNICIPALITY

(This section should be taken to the relevant municipal billing department where the company/directors operate/reside to be completed by a municipal official.)

Account Holder Name	Municipal Account Number	Current Balance (R)	Is the account in arrears for more than 90 Days? (Yes / No)

Name of Municipal Official:	
Designation / Job Title:	
Signature of Official:	
Date:	
OFFICIAL MUNICIPAL STAMP: ***(Crucial for validation)***	

1.2 OTHER RETURNABLE DOCUMENTS

1.2.1 Bidders are encouraged to submit other returnable documents for supporting evidence, evaluation and scoring purposes, where applicable. Failure to submit the required supporting documentation may result in such points not being assigned during the evaluation process. The other returnable documents are needed as stated in the table below.

Table 3: Other Returnable Documentation

Other Returnable Documentation		Submitted (YES or NO)
a)	Company Profile	
b)	MBD 6.1 – Preference points claim supporting documents (i.e., Original or copy of B-BBEE Certificate or sworn affidavit, etc.)	
c)	Copies of Directors' ID – ID document/s submitted must correspond with directors' details.	
d)	Copy of company registration document (CIPC) Company registration document (CIPC) the bidding company name, company registration number, and directors' details, must correspond with the tender document and declarations	

2. BID CONDITIONS

2.1 GENERAL CONDITIONS

2.1.1 Pikitup Supply Chain Management Policy and Procedure Manual (as amended) will apply to this invitation.

2.1.2 All bids must be submitted on the official forms supplied by Pikitup. Under no circumstances whatsoever may the bid forms be retyped or redrafted.

2.1.3 Bidding documents must be completed properly in permanent black or blue ink on the official forms supplied by Pikitup. No pencil, correction fluid or correction tape may be used in the bid document. If the bidder wishes to make a change, the bidder must draw a neat line through the incorrect wording, write the correct wording next to the change, and initial next to the change. Any corrections or alterations to the Pricing Schedule / Bill of Quantities (BoQ) and/or any pricing not affected per the aforementioned will be rejected

2.1.4 No alterations/corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.

2.1.5 Wherever the tender document refers to any trademark, name, patent, design, type, specific origin, or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

2.1.6 Bidders must state the country of origin and the name of the manufacturer or brand of the goods offered. Documentary proof must be produced to verify, if required.

2.2 PRICING

2.2.1 Rates and prices offered by the bidder must be completed in the pricing schedule and/or the Form of Offer attached to this document, completed in full, and originally signed by the duly authorised signatory. Failure to complete and sign the pricing schedule as required may result in the tender being deemed non-responsive.

2.2.2 All prices shall be quoted in South African Rand (ZAR) and must be inclusive of all related costs and applicable taxes, unless expressly stated otherwise.

2.2.3 All bid prices shall be final and binding.

2.2.4 Bid prices must include all expenses, disbursements and costs (including, but not limited to: transport, labour, materials, equipment, insurance, packaging, delivery, accommodation, administration, overheads, duties, applicable taxes, profits, etc.) required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall further cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (if the bid is successful), unless otherwise expressly specified.

2.2.5 Prices must be firm and fixed for the full contract period. No escalation, variation, or adjustment shall be permitted unless expressly stated in the tender pricing instructions or tender conditions. No conditional pricing, qualifications, or alternative pricing models shall be accepted.

2.2.6 The total bid price must correspond with the sum of all line items in the pricing schedule. In the event of any discrepancy between unit prices, line-item subtotals and the grand total, the total tender price shall prevail.

2.2.7 A bid shall not be invalidated where the amount in words and the amount in figures do not correspond. In such a case, the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount. Accordingly, where a discrepancy exists, the amount in words shall apply.

2.2.8 Pikitup reserves the right to verify and correct arithmetical errors in accordance with SCM Regulations and applicable procurement prescripts.

2.2.9 Value-Added Tax (VAT) must be shown separately on the pricing schedule at the VAT rate ruling on the date of tender closing. Where the bidder is not VAT-registered, this must be clearly stated, and total bid prices shall be deemed VAT-inclusive. The bidder must ensure that provision is made for VAT in such instances and that the bid price is an all-inclusive rate.

2.2.10 Should a bidder become a registered VAT vendor during the contract period, the prices/rates as per the initial award shall be deemed inclusive of VAT, and no price adjustment(s) shall be permitted.

2.2.11 In terms of the amended Value-Added Tax Act, any tax invoice issued for supplies exceeding R3,000 must, in addition to the other prescribed particulars, disclose the VAT registration number of the recipient.

2.3 SUBMITTING A BID

2.3.1 Bids may only be submitted on the bid invitation documentation as issued. Printed Activity Schedules, in the same format (that is, layout, scheduled items and quantities) as those issued electronically by Pikitup upon request, may be submitted as stated in the tender invitation document.

2.3.2 Bid document in a sealed envelope and marked with the "tender reference number, the title of the tender, and the bidding company name" must be deposited in the Pikitup tender box as indicated in the notice of the bid, on or before the closing date and time of the bid.

2.3.3 Sealed bid documents must be deposited in the Pikitup Tender box situated at the Pikitup Head Office, Ground Floor, East Wing, Pikitup Tender Office, Jorissen Place, 66 Jorissen Street, Braamfontein, unless specified differently in the invitation to tender document.

2.3.4 Any bid received without the "Bid Number and/or Title" clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered.

2.3.5 The bid will close for tender strictly as per the details indicated on the cover page of this tender document.

2.3.6 No late bids will be accepted or considered for evaluation after the closing date and time. Bid documents deposited into the tender box after the closing date and time will be recorded as late bids, and the bidder will be contacted to collect the bid document.

2.3.7 Bid responses sent or delivered to any other address besides the address stated in the tender document will not be considered.

2.3.8 Telegraphic, telephonic, telex, facsimile, e-mail, sent electronically, late bids, or bids submitted by any other means as specified in the invitation to tender will not be considered or accepted.

2.3.9 Only bids that are deposited into the tender/bid box before the closing date and time will be considered. Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for Bids that are not deposited in the tender/bid box before the closing date and time.

2.4 BID DOCUMENT COMPLETION AND RESPONSE

2.4.1 Bidding documents must be completed properly in permanent black or blue ink on the official forms supplied by Pikitup, and no correction fluid or correction tape may be used in the bid document. If the bidder wishes to make a change, the bidder must draw a neat line through the incorrect wording, write the correct wording next to the change, and initial next to the change. Any corrections or alterations to the Pricing Schedule / Bill of Quantities (BoQ) and/or any pricing not affected by the aforementioned will be rejected.

2.4.2 Under no circumstances whatsoever may the bid forms be retyped or redrafted.

2.4.3 No alterations or corrections to the information in the document (including pricing) may be performed by stapling or sticking another page over it.

2.4.4 Before submission of any bid, the bidder must check the number of pages to ensure pages are in the correct order and to satisfy themself that none of the pages is missing or duplicated.

2.4.5 The bidder must ensure that the bid response document is clearly and correctly indexed, and that pages and supporting documents are clearly and correctly captioned, titled, labelled, named or marked with the relevant headings, sections and/or subsections.

2.4.6 The bidder must ensure that the sections, subsections and/or supporting documents of the bid submission are filed in chronological order, and that the bid document is securely bound.

2.4.7 Documentation and/or information that is not indexed, referenced, identified and/or recognised will not be considered for evaluation purposes. Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for documentation and/or information that is disregarded and/or not considered due to pages and/or supporting documents that are incorrectly filed or misplaced, or documentation that is not clearly or incorrectly indexed, referenced, titled, labelled, named, marked or captioned.

2.4.8 All supporting documents must be submitted by either stapling them to the relevant form in the bid document or by submitting a bound annexure containing all supporting documents. Pikitup will not take any responsibility for missing or lost pages, where the bidder submits loose pages, or where the bidder failed to securely bind supporting documents.

2.4.9 No bid response shall be considered unless it is accompanied by sufficient information to demonstrate that the goods or services offered fully comply with the specification and bid requirements.

2.4.10 Wherever the tender document refers to any trademark, name, patent, design, type, specific origin, or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.

2.4.11 Bidders must state the country of origin and the name of the manufacturer or brand of the goods offered. Documentary proof must be produced to verify, if required.

2.4.12 Bid documents submitted in the tender box and recorded in the tender register at the closing date may not be returned to the bidder, given that all bid documents must be kept on record for audit purposes. Bid documents deposited in the tender box may only be made available to the

respective bidders where the tender was cancelled and/or an erratum was issued by Pikitup before the tender closing date.

2.5 BID OPENING

2.5.1 Bids shall be opened in public at the Pikitup Tender Offices as soon as possible after the closing time.
2.5.2 Where practical, the bidder's names and/or prices will be read out at the time of opening bids.
2.5.3 Pikitup will record in a tender register, which is open to public observation, the details of bids received by the tender closing date and time. The electronic version of the tender register will subsequently be published on the Pikitup website.
2.5.4 Any bid received after the appointed time for the closing of bids shall not be considered, but shall be filed unopened, and/or the bidding company will be contacted to collect the bid.

2.6 VALIDITY PERIOD

2.6.1 The bidder shall warrant that the tender offer remains valid, irrevocable and open for acceptance by Pikitup at any time for 60 Calendar days after the closing date, unless specified differently in the tender document. The tender offer will constitute an offer which remains open for acceptance during the validity period.
2.6.2 The validity of bids may be further extended subject to mutual agreement by the parties, administrative processes and approval by Pikitup's delegated authority, unless the required extension is because of an appeal process or court ruling.

2.7 SITE VISIT, BRIEFING, OR INFORMATION MEETINGS

2.7.1 Where the bid invitation specifies that a compulsory site visit, briefing, or information meeting will be held, attendance by the bidder's duly authorised representative is mandatory. Bidders must attend such a meeting and ensure that the attendance register is fully completed and duly signed. Failure to attend and/or failure to sign the attendance register shall result in automatic disqualification of the bid from further evaluation.
2.7.2 Where the bid invitation specifies that a briefing or information meeting is non-compulsory, attendance shall be optional and intended to facilitate clarification of bid requirements.
2.7.3 Where the bid invitation specifies that no site visit, briefing, or information meeting will be held, queries relating to the bid must be submitted in writing to the designated contact person as indicated in the bid document, within the prescribed timeframes

2.8 BID RESPONSIVENESS

2.8.1 A Bid will be considered non-responsive if:
2.8.2 The bid is not in compliance with the tender specifications and/or
2.8.3 The bidder has not fully submitted all the returnable documents as listed in the bid document; and/or
2.8.4 The bidder has failed to respond to a request from Pikitup to provide information or documentation within the timeframes specified in the written request, for example, tax compliance confirmation, CSD registration, validity extension, etcetera.
2.8.5 Pikitup reserves the right to accept or reject:
2.8.6 Any variation, deviation, bid offer, or alternative bid offer; or may cancel the bidding process and reject all bid offers at any time before the formation of a contract. Pikitup shall not accept or incur any liability to a bidder for such cancellation and/or rejection and will only provide written reasons for such action upon receipt of a written request to do so.
2.8.7 A bid offer which does not, in Pikitup's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.

2.8.8 The whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of several items being offered), and Pikitup is not obliged to accept the lowest or any bid.

2.8.9 Pikitup has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to Pikitup or the City of Johannesburg Municipality or any other Municipality or other service provider in respect of any municipal rates and taxes or service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of Pikitup be deducted from payments due to him/her for this bid until the debt is paid in full may be considered for acceptance by Pikitup.

2.9 WITHDRAWAL OF BID DURING AND / OR AFTER THE SCM PROCESS

2.9.1 If a bidder withdraws his/her bid during the SCM bidding and evaluation process, it must be in writing, before the award of the bid, for which Pikitup holds the right to accept or reject the bid withdrawal with or without a claim for any damages.

2.9.2 If a bidder declines or cancels the contract after award of the bid to the successful bidder, the awarded bidder may be held responsible for any damages or administrative expenses incurred before the award of the bid.

2.9.3 Defaulting bidders and/or their directors may be reported to the National Treasury to be considered for inclusion in the National Treasury's list of defaulters.

2.10 NEGOTIATIONS

2.10.1 The award of the bid may be subject to negotiations of the final terms and conditions of the anticipated contract with the highest scoring and/or preferred bidders.

2.10.2 The negotiations may include, but are not limited to, price negotiations and/or negotiations on any other terms and conditions of the anticipated contract(s) with the highest scoring and/or preferred bidders before final award.

2.11 EVALUATION AND ADJUDICATION OF BIDS

2.11.1 Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed per the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2022, and related legislative requirements. Enquiries in respect of the policy should be addressed via email to PIKITUP's General Manager: Supply Chain Management, Mihloti Maluleke, at mihlotim@pikitup.co.za.

2.12 INCORRECT BID INFORMATION

2.12.1 Where a bid /contract has been awarded based on information provided by the bidder, which is subsequently found to be false, misleading, or incorrect after the conclusion of the agreement, Pikitup shall, in addition to any other legal remedies available, be entitled to recover from the contractor all costs, losses, or damages incurred or sustained as a result of the contract award.

2.13 ABUSE OF THE SUPPLY CHAIN MANAGEMENT SYSTEM

2.13.1 Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by Pikitup of any other remedies available to it as provided for in the SCM Policy and/or the Contract and/or this tender and/or any applicable laws.

2.14 ADMINISTRATIVE JUSTICE

2.14.1 In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

2.15 DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES

2.15.1 In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005): Persons aggrieved by decisions or actions taken by Pikitup in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.16 APPEAL PROCESS

2.16.1 In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000, a person whose rights are affected by a decision or action taken by Pikitup may appeal against that decision by giving written notice of the appeal and reasons to the Accounting Officer within 21 days of the date of the notification of the decision, for consideration of the appeal.

2.17 PROTECTION OF PERSONAL INFORMATION

2.17.1 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of the Protection of Personal Information Act, 2013 (POPIA). For purposes of this clause, the contract and these Conditions of Tender, the terms “data subject”, “Personal Information” and “Processing” shall have the meaning as set out in section 1 of POPIA, and “Process” shall have the corresponding meaning.

2.17.2 All requests relating to data protection must be submitted in writing to the Pikitup General Manager: Supply Chain Management, Mihloti Maluleke, at mihlotim@pikitup.co.za.

2.18 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

2.18.1 Tenderers are required to be registered on the National Treasury Web-Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised and/or payments processed from the resulting contract. In the case of Joint Venture partnerships, this requirement will apply individually to each party of the Joint Venture.

2.18.2 Tenderers who wish to register on the National Treasury Web-Based Central Supplier Database (CSD) may do so via the web address https://secure.csd.gov.za and should contact National Treasury for further clarity on the process at csd@treasury.gov.za or 012 315 5509.

2.18.3 It is each tenderer’s responsibility to keep their tax compliance status and all other information on the National Treasury Web-Based Central Supplier Database (CSD) updated.

2.19 NATIONAL TREASURY - GENERAL CONDITIONS OF CONTRACT REVISED JULY 2010

The most recent version of the National Treasury General Conditions of Contract (as amended) is also available on the National Treasury website, i.e. www.nationaltreasury.gov.za.

2.20 DECLARATION BY BIDDER

2.20.1 I, the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons' BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

2.20.2 I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS PART OF THE TENDER DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION. WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BID DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

AUTHORISED SIGNATURE : ……
NAME AND SURNAME : ……
CAPACITY OF SIGNATORY : ……
DATE : ……
ADDRESS : ……

WITNESSES: 1 …….. WITNESSES: 2 ……..

SECTION 1.4

DECLARATION OF AUTHORITY TO SIGN THE BID DOCUMENT

Name of Bidding Entity: _____

Nature of Entity (tick applicable box):

☐ (Pty) Limited
☐ Close corporation
☐ Public Company
☐ One-person business / sole proprietorship
☐ Personal Liability Company
☐ Partnership / Joint Venture / Consortium
☐ Co-operative
☐ Non-Profit Company
☐ State-Owned Company
☐ Other: Specify details _____

AUTHORISED SIGNATORY

I, the undersigned, hereby declare that I am duly authorised to sign this bid document and all related documents on behalf of the bidding entity stated above.

BASIS OF AUTHORITY (tick applicable box)

☐ I am the Sole Proprietor of the business.
☐ I am a Director / Managing Director of the company and am authorised to sign by virtue of my position.
☐ I am a Member of the Close Corporation and am authorised to sign by virtue of my membership.
☐ I am duly authorised in terms of a Resolution / Delegation of Authority attached hereto.
☐ I am the Lead Partner / Principal Member of the Joint Venture / Consortium authorised by the parties thereto.
☐ Other: _____

Note: Where the bid is signed by a person other than, for example, the sole proprietor, director, managing director, chief executive officer, principal member, etc. of an entity, a signed delegation of authority, agreement, or resolution authorising the signatory to sign on behalf of the bidder must be submitted.

SUPPORTING DOCUMENTATION ATTACHED (tick applicable box, where applicable)

☐ CIPC Registration Documents
☐ Board Resolution or Delegation of Authority
☐ Joint Venture or Consortium Agreement
☐ Partnership Agreement
☐ Trust Resolution / Letter of Authority
☐ Other: _____

DECLARATION

I hereby certify that the information provided herein is true and correct and that I am duly authorised to commit the bidding entity to this bid.

SIGNED AT: …….. ON THIS …..… DAY OF ……..…..…… 202…

Signature of Authorised Signatory ……..……

Name and surname ……..……

SECTION 2: TERMS OF REFERENCE

1. PURPOSE

The purpose is to Request for quotation from a suitably qualified and experienced contractor/service providers with CIDB 1GB to carry out office partitioning works, and electrical installations at Diepsloot buyback center to improve functionality, working conditions, compliance, and to create conducive offices spaces for operational & administrative staff.

2. OBJECTIVES

- **Create Functional Office Spaces** – To partition the existing space into suitable offices that provide adequate working areas, privacy, and improved functionality for employees.
- **Improve Space Utilisation** – To optimise the available floor area by creating an efficient office layout that supports the operational requirements of the Buy-Back Centre.
- **Provide Safe and Adequate Electrical Infrastructure** – To install and/or modify electrical wiring, plug points, switches, lighting, and associated distribution infrastructure to adequately serve the newly partitioned offices.
- **Ensure Regulatory and Safety Compliance** – To ensure that all partitioning and electrical installations comply with applicable building regulations, Occupational Health and Safety requirements, relevant SANS standards, and municipal requirements.
- **Improve the Working Environment** – To provide employees with safe, secure, properly illuminated, and functional office accommodation that supports productivity and effective service delivery.

3. SCOPE OF WORK & SPECIFICATION

3.1 Partitioning and Structure

- Supply and installation of drywall partitions (3 offices of 5m × 4m × 2.5m height each).
- Drywall to be constructed using 50mm Galvanised steel studs with 12.5mm gypsum boards on both sides.
- Internal insulation (rock wool or equivalent) for acoustic performance.
- All joints to be taped, skimmed, and ready for painting.

3.2 Doors and Windows

- Supply and installation of aluminium door frames complete with standard hollow-core wooden doors (paint finish).
- Supply and installation of aluminium-framed windows (900mm × 600mm) per office for natural light.
- All doors to be fitted with locks, handles, and hinges.

3.3 Electrical Installation

- Supply and installation of power skirting with conduits and wiring.
- One (1) light fitting (LED type) per office with a switch.
- Two (2) double plug sockets per office.
- Wiring to be concealed within partition walls or power skirting.
- Electrical works to comply with SANS 10142-1 standards.

3.4 Finishes

- **Painting:** Two coats of high-quality PVA wall paint (colour to be confirmed by Facilities Manager).
- **Flooring:** Installation of ceramic floor tiles, including skirting tiles and grouting.
- Cleaning and disposal of construction waste upon completion.

4. COMPLIANCE REQUIREMENTS

The wall shall comply with:

- SANS 10142-1 - Electrical Installation Compliance
- SANS 2001 Construction Standards.
- A valid **Certificate of Compliance (CoC)** shall be issued upon completion.
- Occupational Health and Safety Act 85 of 1993.
- Construction Regulations.
- The contractor shall take appropriate precautions when working around electrical DBs

5. PRICING SCHEDULE/ BILL OF QUANTITIES

5.1. Rates and prices offered by the bidder must be completed as per the pricing instruction in line with the Bill of Quantities (BoQ)/ Pricing Schedule provided in the document, completed in full, and originally signed by the duly authorised signatory. Failure to complete and sign the pricing schedule /BoQ as required may result in the tender being deemed non-responsive.

5.2. All prices shall be quoted in South African Rand (ZAR) and must be inclusive of all related costs and applicable taxes, unless expressly stated otherwise.

5.3. BILL OF QUANTITIES (BOQ)

Item	Description of Work	Unit	QTY	Rate	Amount
1.	**Preliminaries and Site Establishment**	**Item**	**1**		
1.1	Site establishment, setting out, protection of works, and demobilization	Item	1		
1.2	Health and safety compliance (PPE, signage, first aid, etc.)	Item	1		
2.	**Drywall Partitioning (5m × 4m × 2.5m × 3 offices)**				
2.1	Supply and install drywall partitions using 50mm Galvanised steel studs and 12.5mm gypsum boards on both sides	m^2	150		
2.2	Acoustic insulation (rock wool) within partition	m^2	150		
2.3	Jointing, skimming, and finishing ready for paint	m^2	150		
3.	**Doors and Windows**				
3.1	Aluminium door frame complete with hollow-core door and ironmongery	No	3		
3.2	Aluminium window (900 × 600mm) with clear glass and sill	No	3		
4.	**Electrical Installations**				
4.1	Power skirting including conduits, trunking, and cabling	m	30m		
4.2	1.5m Light fitting (LED type) complete with switch	No	6		
4.2	Double plug sockets	No	6		
4.3	Electrical Certificate of Compliance (COC)	Item	1		
5.	**Finishes**				
5.1	Wall paint (2 coats PVA, colour that	m^2	150		

	will be decided upon appointment)				
5.2	Ceramic floor tiles (450 × 450mm) including skirting and grouting	m^2	60		
6.	**Final Cleaning and Handover**				
6.1	Cleaning of site and removal of debris	Item	1		
6.2	Handover, as-built documentation, and sign-off	Item	1		
	Sub- Total				
	10% Contingencies				
	Total Amount VAT inclusive				

6. EVALUATION CRITERIA

Quotation/Bid will be evaluated in terms of the Preferential Procurement Regulation of 2022 using 80/20, Preference Points System (80 for Price and 20 for Specific Goals). The evaluation will therefore be conducted in two stages, where administrative compliance will be evaluated first. Only qualifying bidders who complied with the administrative compliance /and mandatory requirements will be evaluated further on Price and Specific Goals.

6.1. THE 80/20 PREFERENCE POINT SYSTEMS

Bidders who meet the administrative compliance /and mandatory requirements will then be evaluated in terms of price (80 points) and Specific Goals (20 points).

6.2. POINTS AWARDED FOR PRICE

6.2.1. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

80/20

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Ps = Points scored for the price of the tender under consideration
Pt = Price of tender under consideration
Pmin = Price of the lowest acceptable tender

Table: Specific goals for preference points

Specific goals	The specific goal points allocated by Pikitup for this tender	Means of verification	Maximum points allocated for each goal (80/20 preference point system)
1	**Enterprises owned by black people with at least 51% shareholding** • 100% Black owned= 5 points • 51-99% Black owned=3 points • Less 51% Black owned = 0	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of the owner's ID, and/or shareholders' certificate	5
2	**Enterprise owned by women with at least 51% shareholding** • 100% women owned=5 • 51% to 99% women owned= 3 • Less 51% women owned = 0	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of the owner's ID, and/or shareholders' certificate	5
3	**SMME's (An EME or QSE)** • Exempt Micro Enterprise (EME) =5 • Qualifying Small Enterprise (QSE)= 3 • Large Enterprise = 0	CSD, Valid BBBEE certificate, and/or Affidavit sworn under oath	5
4	**Locality** • Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points • Within Gauteng geographical area = 3 points • Within South Africa = 1 • Outside South Africa= 0	MBD 1 document, CSD certificate, bidding company municipal account statement, and/or letter or statement from the landlord confirming the company address	5
Total (Maximum number of preference points that may be claimed)			**20**

SECTION 3- MUNICIPAL BIDDING DOCUMENTS

MBD 4

DECLARATION OF INTEREST

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

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. **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, shareholder[2]): ……..

   3.4 Company Registration Number: …….

   3.5 Tax Reference Number: ……..……

   3.6 VAT Registration Number: ……

   3.7 The names of all directors/trustees/shareholders/members/partners, 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?

   (Circle the applicable answer) YES / NO

   3.8.1 If yes, furnish particulars. ……
   ……

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
   (i) any municipal council;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a 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?

(Circle the applicable answer) …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?

(Circle the applicable answer) …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?

(Circle the applicable answer) …YES / NO

3.11.1 If yes, furnish particulars.……

……

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state?

(Circle the applicable answer) …YES / NO

3.12.1 If yes, furnish particulars ..……

……

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

(Circle the applicable answer) …YES / NO

3.13.1 If yes, furnish particulars.……

……

3.14 Do you or any of the directors, trustees, managers, principal 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

(Circle the applicable answer) …YES / NO

3.14.1 If yes, furnish particulars.……

……

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

#	Full name and surname	Identity number	Employed by the state? Indicate "**Yes**" or "**No**"	If "**Yes**", State Employee Number
1			☐Yes or ☐No	
2			☐Yes or ☐No	
3			☐Yes or ☐No	
4			☐Yes or ☐No	
5			☐Yes or ☐No	
6			☐Yes or ☐No	

Important Notes:

- In response to questions 3.7 and 3.8, the names of all directors/trustees/shareholders/members/partners/etc., their individual identity numbers, and state employee number, if applicable, must be indicated in the table above.
- The bidder must attach copies of all directors' identity documents.
- The names of the directors/trustees/shareholders/members/partners/etc., specified, should correspond with the details as per the company registration and/or CSD documents.
- Where the space provided is insufficient, the details could be attached in a separate sheet.

_____ _____

Signature Date

_____ _____

Capacity Name of Bidder

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, AND THE PIKITUP SCM POLICY

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

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

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1. GENERAL CONDITIONS

1.1 The following preference point systems apply 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

1.2 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	Tenders R50m and below in value
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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) "Acceptable tender" means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.

(b) "Affidavit" is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence of its veracity and is required for court proceedings.

(c) "All applicable taxes" includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions and skills development levies.

(d) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

(e) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

(f) “Bid” means a written offer on the official bid documents or invitation for price quotations, and “tender” is the act of bidding /tendering.

(g) “Code of Good Practice” means the generic codes or the sector codes, as the case may be.

(h) “Consortium or joint venture” 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; “contract” means the agreement that results from the acceptance of a bid by an organ of state.

(i) “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted or a lack of ability to perform an activity in the manner, or within the range, considered normal for a human being.

(j) “Exempted Micro Enterprise” (EME) with an annual total revenue of R10 million or less.

(k) “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

(l) “Historically Disadvantaged Individual (HDI)” means a South African citizen – (1) who, due to the apartheid policy that had been in place, had no franchise in national elections before the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa,1993 (Act No 200 of 1993) (“the Interim Constitution”); and/or (2) who is a female; and/or (3) who has a disability: Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;

(m) “Integrated Development Plan” (IDP) means a five-year strategic plan required in terms of the Municipal Systems Act, 2000 (Act No 32 of 2000), guiding the City in executing its constitutional mandate.

(n) “Large Enterprise” is any enterprise with an annual total revenue above R50 million.

(o) “Locality” means that the tenderer or bidder must have a business enterprise located within the boundaries of the City of Johannesburg (CoJ) Municipal Metropolitan Municipality or Gauteng Province to score points for locality.

(p) "Local Enterprise” means an enterprise with 51% or more equity ownership by South African citizens, registered in the Republic of South Africa and paying tax to the South African Revenue Service

(q) “Lowest acceptable tender” means the tender that complies with all specifications and conditions of the tender and that has the lowest price compared to other tenders

(r) “Non-firm prices” means all prices other than “firm” prices.

(s) “People with disabilities” has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act no 55 of 1998)

(t) “person” includes a juristic person.

(u) “price” means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(v) “Qualifying Small Enterprise” (QSE) with an annual total revenue between R10 million and R50 million.

(w) “Rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

(x) “Small, Medium and Micro Enterprises” SMME that bear the same meaning assigned to this expression in the National Small Business Act 1996 (Act 102 of 1996)

(y) “Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination based on race, gender, and disability, including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994.

(z) “Sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

(aa) “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, a competitive tendering process or any other method envisaged in legislation.

(bb) “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

(cc) “The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

(dd) “The Regulations” means the Preferential Procurement Regulations, 2022 (as amended)

(ee) “Total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013.

3. THE 80/20 PREFERENCE POINT SYSTEMS

3.1. POINTS AWARDED FOR PRICE

3.1.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

80/20

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

Where

Ps = Points scored for the price of the tender under consideration

Pt = Price of tender under consideration

Pmin = Price of the lowest acceptable tender

4. PREFERENCE 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 this tender, the tenderer will be allocated points based on the goals stated in Table 1 below, as may be supported by proof or documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

(c) Then the organ of state must indicate the points allocated for specific goals for both the 80/20 and 90/10 preference point systems.

4.3. In instances where the bid price is not a determining factor in the appointment process, such as the establishment of a panel, framework agreement, or pre-approved database of service providers, Pikitup may apply a uniform notional value for price during the evaluation phase for purposes of calculating points under the applicable preferential procurement system.

4.4. If a two-stage procurement process is utilised, the applicable preferential procurement system may apply during the second stage of the tender process.

4.5. Pikitup determines the following specific goals for this tender with the intent to promote HDI and the local economy.

Table 1: Specific goals for the tender and points claimed are indicated in the table:

80/20 preference point system				
Specific goals	**The specific goals and points allocated by Pikitup for this tender**	**Means of verification may include, but are not limited to, the following documents.**	**Points allocated for each goal (80/20 system) (Maximum # of points for each goal to be specified by Pikitup)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
1	**Enterprises owned by black people with at least 51% shareholding** • 100% Black owned= 5 points • 51-99% Black owned=3 points • Less 51% Black owned = 0	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of the owner's ID, and/or shareholders' certificate	5	
2	**Enterprise owned by women with at least 51% shareholding** • 100% women owned=5 • 51% to 99% women owned= 3 • Less 51% women owned = 0	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of the owner's ID, and/or shareholders' certificate	5	
3	**SMME's (An EME or QSE)** • Exempt Micro Enterprise (EME) =5 • Qualifying Small Enterprise (QSE)= 3 • Large Enterprise = 0	CSD, Valid BBBEE certificate, and/or Affidavit sworn under oath	5	
4	**Locality** • Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points • Within Gauteng geographical area = 3 points • Within South Africa = 1 • Outside South Africa= 0	MBD 1 document, CSD certificate, bidding company municipal account statement, and/or letter or statement from the landlord confirming the company address	5	

5. DECLARATION ABOUT THE BIDDING ENTERPRISE/COMPANY/FIRM

5.1. Name of company/firm: ……..

5.2. Company registration number: ……

5.3. TYPE OF COMPANY/ FIRM *[TICK THE APPLICABLE BOX BELOW]*

- ☐ (Pty) Limited
- ☐ Close corporation
- ☐ Public Company
- ☐ One-person business/sole proprietorship
- ☐ Personal Liability Company
- ☐ Partnership/Joint Venture / Consortium
- ☐ Co-operative
- ☐ Non-Profit Company
- ☐ State-Owned Company
- ☐ Other

5.4. Bidding company ownership, size and location details:

Percentage (%) of black shareholding	……..…… %
Percentage (%) of women's shareholding	……..…… %
Percentage (%) of youth shareholding (i.e. ages 35 and younger)	……..…… %
Percentage (%) of people with disabilities shareholding	……..…… %
Percentage (%) of military veterans' shareholding	……..…… %
Size of the bidding company in terms of latest annual turnover: *(Tick the applicable box)*	☐ EME (Less than R10m) ☐ QSE (R10m to R50m) ☐ Generic or large enterprise (R50m+)
Do the bidding company have a registered office that is located within: *(Tick the applicable box)*	☐ The CoJ Metropolitan Municipality ☐ Gauteng province ☐ South Africa

5.5. 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, qualify 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 because 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 the 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 because of that person's conduct.
(c) cancel the contract and claim any damages which it has suffered because 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 OF TENDERER: ……

NAME AND SURNAME: ……

DATE: ……

ADDRESS: ……

MBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all the 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, has:

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 of 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 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 restricted after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website (**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register 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 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 are 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 ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..…… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE 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**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) forms part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *per 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. takes all reasonable steps to prevent such abuse;

b. rejects 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. cancels a contract awarded to a person if the person commits 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 To give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submit the accompanying bid: **APPOINTMENT OF A CONTRACTOR WITH A CIDB GRADING OF 1GB OR HIGHER TO DO GENERAL REPAIRS AT DIEPSLOOT BUYBACK CENTRE** in response to the invitation for the bid made by **PIKITUP JOHANNESBURG SOC LIMITED** do hereby make the following statements that I certify to be true and complete in every respect:

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

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

[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