



PIKITUP JOHANNESBURG SOC LIMITED

REQUEST FOR FORMAL PRICE QUOTATION

APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO IMPLEMENT GRAP 104: FINANCIAL INSTRUMENTS(REVISED)

BID NO: PIK 111/2025-26

BIDDER COMPANY NAME:

BID AMOUNT (VAT INCL): R _____

THIS DOCUMENT IS COMPILED FOR:

Pikitup Johannesburg SOC Ltd
Jorissen
Place Building
66 Jorissen Street,
Braamfontein, JHB

CONTACT DETAILS:

David Muhadi

E-mail: Muhadid@pikitup.co.za

Landline: 0873571168

QUOTATION BOX SUBMISSION IS SITUATED AT:

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Pikitup Tender Office
Ground Floor
East Wing
Braamfontein, JHB

Closing date: 09 JUNE 2026

Closing time: 11:00am

Validity Period: 60 days from RFQ closing date

Briefing session: None

BIDDER'S COMPANY NAME: _____
BIDDER'S CONTACT PERSON: _____
BIDDER'S CONTACT NUMBER: _____
BIDDER'S EMAIL ADDRESS: _____
TOTAL BID AMOUNT: _____

09 JUNE 2026

CLOSING DATE:

CLOSING TIME: **11:00 AM**

BRIEFING SESSION: **Not Applicable**

Document Issued By:

Pikitup Johannesburg SOC Limited
Pikitup Head Office (Ground Floor)
Jorissen Place Building
66 Jorissen Street
Braamfontein

Tel : +27 (0)87 357 1168
E-Mail : Muhadid@pikitup.co.za

Website : www.pikitup.co.za

1. ADMINISTRATIVE COMPLIANCE

1.1 REQUEST FOR QUOTATION EVALUATION CRITERIA

Quotations received will be evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000, the Preferential Procurement Regulations 2022 and Pikitup SCM Policy. The 80/20 preference point system is applicable for this Request for Quotation (RFQ). Evaluation process will be firstly on pre-compliance evaluation, then on functionality evaluation (if applicable) and thereafter 80/20-preference point scoring basis. The 80 points will be for Price and 20 points are for Preference (Specific goals).

Bidders are required to fully complete, sign and submit the following returnable documents (MDB) on the official forms provided:

- **MBD 1-** Invitation to Bid
- **MBD 4:** Declaration of interest
- **MBD 6.1:** Preference Points claim form in terms of the Preferential Procurement Regulations 2022
- **MBD 8:** Declaration of bidders past supply management practices
- **MBD 9:** Certificate of Independent bid determination
- Failure to submit a fully completed and signed MBD forms quotation may result in your bid being rejected.
- No quotation will be considered from persons in the service of the state (**MBD4**).

RETURNABLE DOCUMENTS

COMPULSORY DOCUMENTATION

DOCUMENT CHECKLIST

Tick
at attached

Valid/latest Registration with SAICA or equivalent

Proof of affiliation with SAICA for the Technical Accounting Manager/Director responsible for the assignment at PIKITUP SOC

CIPC CERTIFICATE

TAX CLEARANCE DOCUMENT – valid tax clearance required, OR
CENTRAL SUPPLIER DATABASE REGISTRATION – CSD must be tax compliant

MBD 4 – declaration of interest document provided with each RFQ we publish

MBD 8 – declaration of bidders past practices document provided with each RFQ

MBD 9 - declaration of interest document provided with each RFQ we publish

FOR THE SITE WHERE THE BUSINESS IS CURRENTLY LOCATED

- **Municipal statement** - if the property is owned by the business
OR
- **Lease Agreement** – if the business is a tenant on the property
and
- **Landlords Letter**–then we also require a letter of good standing from the landlord/letting agency/proxy confirming the tenants account is not more than 90 days in arrears
OR
- **Sworn Affidavit** – compiled by the owner of the business if the business is being operated from the residence of the director

FOR EACH DIRECTOR OF THE COMPANY	
○ Municipal Statement - for each director that owns the property where he/she currently resides	
OR	
○ Lease agreement – if the director is a tenant at the place where he/she resides and ○ Landlords Letter– if the director is a tenant at the place where he/she resides then we will also require a letter of good standing from the Landlord/Letting Agency	
OR	
○ Sworn Affidavit –where a director is residing with parents or other relatives without any formal agreement in place then a sworn affidavit must be compiled by parent/relative confirming the following ▪ the director resides with parent/relative at the aforementioned property without there being any formal lease agreement or contract in place ▪ The director does not have any outstanding payments in terms of utility payments of more than 90 days. ▪ the director does ▪ Most recent Municipal statement for the place of residence. If the parent/relative is a tenant on the aforementioned property then a copy of the lease agreement will need to apply ▪ Copy of Identity Document of the parent/relative	

OTHER RETURNABLE DOCUMENTS	
Other Returnable Documentation required for functionality and / or preference evaluation purposes	Submitted (YES or NO)
a) Proof of Company Registration (Latest version of company registration showing the company's physical address, all the current registered owners / members / directors / shareholders, and all the owners / members / directors / shareholders' physical addresses.	
b) Copy of ID Documents of owners/members/directors/shareholders	
c) Company Profile	
d) MBD 6:1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022, and Original or copy of BBBEE Scorecard or affidavit, to substantiate ownership preference points claimed.	
e) List or summary of previous relevant (i.e. compiling and reviewing Municipal Financial Statements) projects completed by the company	
f) Reference letters from the previous clients of projects of similar nature (i.e. compiling Municipal Financial Statements)	
g) Certified copy of bachelor's degree in financial accounting, or a related field).	
h) CV outlining the lead individual's experience in compiling and reviewing Municipal Financial Statements managing recruitment, selection and placement projects.	

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

Regulation 38(d)(i) of the Municipal Supply Chain Management Regulations mandates that municipalities reject bids from suppliers whose municipal accounts are in arrears for over three months.

I, (Full name) and (ID no.), hereby acknowledge that the Pikitup may reject the tender of the tenderer if any municipal rates and taxes or service charges owed by the bidder or any of its directors/shareholders/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, or other service provider are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/shareholder/member/partner of said firm is in arrears on any of its municipal accounts with any municipality (or other service provider) in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is complete, true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or if the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER OR LANDLORD DETAILS

To be completed by the landlord in the case where the bidder (Company) is renting the premises / rental paid by tenant include municipal services and the bidder (tenant) does not receive a rental invoice/statement confirming that the tenant's account is not in arrears for more than 90 days and / or that the resident's account is in good standing.

TO BE COMPLETED BY THE LANDLORD	
Name of the Tenant:	
Name of the Landlord	
Property Physical Address:	
Landlord Signature:	

Confirmation of the Tenant's municipal service /account payment (Tick ✓)	Up to date:		Not up to date	
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Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Name of the director / partner / member / shareholder	Physical residential address of the director / partner / member / shareholder	Municipal account number(s) or landlord details

To be completed by the landlord in the case where the Director is renting the premises / rental paid by tenant include municipal services and the director(tenant) does not receive a rental invoice/statement confirming that the tenant's account is not in arrears for more than 90 days and / or that the resident's account is in good standing.

TO BE COMPLETED BY THE LANDLORD				
Name of the Tenant:				
Name of the Landlord				
Property Physical Address:				
Landlord Signature:				
Confirmation of the Tenant's municipal service /account payment (Tick ✓)	Up to date:		Not up to date	

PLEASE NOTE:

1. Copies of municipal account statements for the bidding organisation and all directors / shareholders / partners / members, etc. to be submitted with the bid. The municipal statement of account must not be older than 3 months from the date of tender closing and must not be in arrears for more than 90 days.
2. If the bidding entity or any of its directors/shareholders/partners/members, etc. is not the owner of the property but rents, leases or occupy the property, written confirmation is required from the landlord or the landlord's property agent confirming that the resident's account is not in arrears for more than 90 days and / or that the resident's account is in good standing. The landlord or the landlord's property agent correspondence must not be older than 3 months from date of tender closing.

3. Refer to the pre-compliance criteria and compulsory returnable documents for further details relating to requirements.

Signature	Position	Date

POINT ALLOCATION FOR PRICE AND PREFERENCE (SPECIFIC GOALS)

Price Evaluation: Maximum 80 points		
1	Price	80
Preference Evaluation: Maximum 20 points		
1.	Enterprises owned by black people with at least 51% shareholding ➤ 51% black ownership = 5 points ➤ Less than 51% black ownership = 0 points (Provide original or certified copy (not older than three (3) months) of BBBEE certificate / sworn affidavit)	5
2.	Enterprise owned by black women with at least 51% shareholding ➤ 51% black women ownership = 5 points ➤ Less than 51% black women ownership = 0 points (Provide original or certified copy (not older than three (3) months) of BBBEE certificate / sworn affidavit)	5
3.	Enterprise that is a SMME's (An EME or QSE) ➤ SMME (i.e. EME or QSE) = 5 points ➤ Not SMME = 0 point (Provide proof of registration on CSD, original or certified copy (not older than three (3) months) of valid BBBEE certificate / sworn affidavit)	5
4.	Suppliers within Local Geographical area ➤ Within COJ geographical area = 5 points ➤ Within Gauteng geographical area = 3 point (Provide CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address.)	5
		20

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID TO PURCHASE THE AFOREMENTIONED GOODS FROM PIKITUP JOHANNEBSURG SOC LTD

BID NUMBER:	PIK 111/2025-26	CLOSING DATE:	09.06.2026	CLOSING TIME:	11H00
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APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO IMPLEMENT GRAP 104: FINANCIAL INSTRUMENTS(REVISED)

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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE RFQ BOX SITUATED AT THE PIKITUP TENDER OFFICE, GROUND FLOOR, EAST WING, JORISSEN PLACE BUILDING, 66 JORISSEN STREET, BRAAMFONTEIN.

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No

[A B-BBEE CERTIFICATE OR SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR OWNERSHIP VERIFICATION FOR PREFERENCE POINTS CLAIMED]

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	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	SCM UNIT	CONTACT PERSON	Vhonani Ramulifho
CONTACT PERSON	David Muhadi	TELEPHONE NUMBER	
TELEPHONE NUMBER	087 357 1168	FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	
E-MAIL ADDRESS	Muhadid@pikitup.co.za		
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) OR ONLINE			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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. IN ORDER 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 TCS CERTIFICATE TOGETHER WITH THE BID.			
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.			
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
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 REGISTER 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:

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:

.....

3.2 Identity Number:

.....

3.3 Position occupied in the Company (director, trustee, hareholder²):

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference Number:

.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.

.....

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

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

3.9.1 If yes, furnish particulars

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....

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

3.12.1 If yes, furnish particulars.

.....

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

3.13.1 If yes, furnish particulars.

.....

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

Principle shareholders, or stakeholders of this company
 Have any interest in any other related companies or
 Business whether or not they are bidding for this contract.

YES / NO

If yes, furnish particulars.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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 tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL

**CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE
TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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
PREFERENCE / SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “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 to 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 of 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 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 prior to 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 tenderer or bidder must have business enterprise located within the boundaries of City of Johannesburg (CoJ) Municipal Metropolitan Municipality or Gauteng Province to score points for locality.
- (p) "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
- (q) "non-firm prices" means all prices other than "firm" prices;
- (r) "People with disabilities" has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act no 55 of 1998)
- (s) "person" includes a juristic person;
- (t) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (u) "Qualifying Small Enterprise" (QSE) with an annual total revenue between R10 million and R50 million;
- (v) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (w) "Small, Medium and Micro Enterprises" SMME that bears the same meaning assigned to this expression in the National Small Business Act 1996 (Act 102 of 1996)
- (x) "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 on the basis of 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.
- (y) “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.
 - (z) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
 - (aa) “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
 - (bb) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
 - (cc) “the Regulations” means the Preferential Procurement Regulations, 2022 (as amended)
 - (dd) “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 SYSTEM

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of 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 the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof 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 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 preference point system.

- 4.3. The following specific goals are determined by Pikitup 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 per the table above.

80/20 preference point system				
Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	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	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit, copy of owner's ID or shareholders' certificate.	5	
2	Enterprise owned by women with at least 51% shareholding	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit, copy of owners' ID or shareholders' certificate	5	
3	SMME's (An EME or QSE)	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit	5	
4	➤ Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points ➤ Within Gauteng geographical area = 3 point	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	5	
Total (Maximum number of preference points)			20	

Note to tenderers: The tenderer must indicate in the table the points claimed against each goal where provisions are made for preference points to be claimed.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm:

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

SIGNATURE OF TENDERER:

NAME AND SURNAME:

DATE:

ADDRESS:

☐ State Owned Company

☐ Other

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>Audi alter am partum</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register 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 is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *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. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - C. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by: PIKITUP JOHANNESBURG SOC (Name of Municipality / Municipal Entity) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

TERMS OF REFERENCE: APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO IMPLEMENT GRAP 104: FINANCIAL INSTRUMENTS(REVISED)

1. PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

The purpose of this request RFQ is to procure an accredited service provider to implement GRAP 104: Financial instruments (Revised)

2. MANDATORY TECHNICAL REQUIREMENTS

Bidder must have an experience in preparation of annual municipal financial statements using CaseWare and development of automated financial models in the Public Sector within municipalities sphere and maintain a professional team of financial accountants with sufficient knowledge, skills, experience and appropriate professional certifications. Certified proof of registration with the SAICA or equivalent.

2.1 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Company experience

Bidders must provide evidence of company experience in preparation of annual financial statements, development of automated financial models for municipalities and the set of team qualifications and specialist skills and experience:

PROJECT MANAGER

- CA(SA) or equivalent
- Minimum of 5 years' MFMA experience in the municipalities (AFS preparations and development of automated financial models.
- Registration with SAICA or equivalent
- All qualifications must be SAQA accredited.

Bidder/s must provide evidence of company experience and the set of team qualifications and specialist skills and experience. Bidder/s must attach certified copies of the original qualifications and professional body registrations with CVs of the professionals who will be assigned to the projects meeting the above requirements.

3. SCOPE OF WORK.

Develop, customize and develop an automated ECL model/tool using the requirements of the new GRAP standard to calculate the provision for expected credit loss for the applicable financial years. The model/tool must be able to import data from SAP system whether directly or indirectly. The service provider should prepare the data as required for the model/tool.

GRAP 104 Implementation:

- Conduct a comprehensive assessment of financial instrument classifications and measurement categories under the revised GRAP 104 requirements.
- Review and update existing accounting policies, procedures, and controls.
- Perform the required impairment assessments using ECL model as per GRAP.
- Ensure accurate preparation of notes to the Annual Financial Statements (AFS) in line with the revised disclosure requirements.
- Provide skills transfer and training to municipal finance staff to strengthen internal capacity for future reporting cycles.
- Development of fully automated ECL model

Bidders may be required to present their ECL model Pikitup's office before award.

Successful service provider will be required to submit both manual and electronic file of the project to Pikitup Internal Audit upon completion of the project.

Successful service provider is expected to answer any audit queries that may arise during the audit Timeframes for the project will be discussed with the successful service provider as part of the mandate terms.

5. Methodology

- The service provider should use a robust methodology that includes:
 - ✓ Principles from the revised GRAP 104 standard.
 - ✓ A model/tool to calculation relevant amounts using assumptions and methods that are in line with the accounting standard.
 - ✓ A data driven model that considers the nature, characteristics and classification of the financial instruments of the Municipality

6. Deliverables

The service provider is required to deliver the following

- Develop a tool or model to calculate values/balances or amount required for the implementation of the revised GRAP 104 standard.
- Assist with data conversion, cleaning, sorting (if required)
- Provide assistance in updating the accounting policies, disclosures, transitional provisions and other services related to the preparation of the Municipal AFS.
- Provide relevant training and develop and execute a skills transfer plan with the finance team.

7. PROJECT TEAM

The appointed service provider will be required to allocate specific members to be dedicated to these assignments. Declaration letters of availability for the team members must be attached, and in case of resignation of one of members, the service provider must inform us in writing and immediately replace such member with another team member of the same stature e.g., same expertise, skills, qualifications and experience with the environment.

6. REPORTING

The successful supplier will be expected to submit a detailed report to the GM: Finance or his delegated official on a weekly basis till completion of the project on progress of the project. The service provider may be required to make presentation on the work done to Pikitup finance team.

7. PRICING SCHEDULE

All prices must be quoted in South African Rands inclusive of Value-Added Vat (VAT).
The pricing schedule must include all chargeable items.

	No. of Hours	Amount
Implementation of GRAP 104(Revised)		
Total Hours		
Vat at 15%		
Disbursements (if any)		
Total Amount VAT Inclusive		

8. KEY-PERSONNEL

The Bidder must supply a complete list of categories of key-personnel which he intends to utilize on the contracts. Further details must be provided in a separate page and must be attached to this BID.

Employee name	Job title	Qualification	Role

SIGNATURE OF PERSON AUTHORISED TO SIGN THE BID

DATE: _____

FUNCTIONALITY EVALUATION CRITERIA

Criterion	WEIGHTING	SCORING GUIDE SCORE Rating (0-5)
Company's previous Experience Bidders previous relevant experience (not older than 5 years), demonstrating experience in reviewing and /or preparing AFS & development of automated financial models for the Municipality and/ or municipality entities Provide signed reference letters on a client's letterhead for each successfully completed projects clearly indicating the project scope and the period in which work was performed. References should be from	40	• Above 6 references =5 • 5 to 6 references = 4 • 4 to 5 references = 3 • 3 to 4 references = 2 • 1 to 2 references =1 • 0 references =0
Key personnel Qualifications and experience Project Manager/leader qualifications CA(SA) or equivalent, years of experience in preparing/compiling, and /or reviewing Municipal Financial Statements & development of automated financial models for municipalities. Please provide CV clearly indicating required experience, certified Qualifications and SAICA latest confirmation of membership)	40	• 5 years and above = 5 • 4 years =4 • 3 years = 3 • 2 years = 2 • 1 year = 1 • Less than 1 year/ irrelevant experience = 0 NB; all fractions of a year is rounded down

CaseWare certificate and years of experience (Manager/ key team members) Please provide CV clearly indicating required experience, certified qualifications, and CaseWare certificate)	20	• 5 years and above = 5 • 4 years = 4 • 3 years = 3 • 2 years = 2 • 1 year = 1 • Less than 1 year = 0
Total Points	100	
NB: Bidders must meet the minimum functionality threshold points of 75% to be considered for further evaluation		