PIKITUP JOHANNESBURG SOC LIMITED

REQUEST FOR FORMAL PRICE QUOTATION

DESCRIPTION: APPOINTMENT OF ACCREDITED SERVICE PROVIDER/S FOR THE PROVISION OF CONSULTANCY AND ADVISORY SERVICES FOR PIKITUP (Readvertised)

BID NO: PIK 002/2025-2026

NAME OF BIDDER:

BID AMOUNT (VAT INCL): R _____

THIS DOCUMENT IS COMPILED FOR:

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

Website : www.pikitup.co.za

CONTACT DETAILS: Papi Lekgoathi

E-mail: papilekgoathi@pikitup.co.za

SUBMISSION: - QUOTATION BOX IS SITUATED AT:

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

Closing date: 10 September 2025
Closing time: 11:00am
Validity Period: 60 days from RFQ closing date
Briefing session: Not applicable

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PIKITUP JOHANNEBSURG SOC LTD

BID NUMBER:	**PIK 002/2025-26**	CLOSING DATE:	**10 SEPTEMBER 2025**	CLOSING TIME:	**11H00 AM**
DESCRIPTION	**DESCRIPTION: APPOINTMENT OF ACCREDITED SERVICE PROVIDER/S FOR THE PROVISION OF CONSULTANCY AND ADVISORY SERVICES FOR PIKITUP (Readvertised)**				

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

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

THE PIKITUP TENDER OFFICE
GROUND FLOOR, EAST WING
JORISSEN PLACE BUILDING
66 JORISSEN STREET
BRAAMFONTEIN
JOHHANNESBURG

N.B: PIKITUP DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

SUPPLIER INFORMATION

NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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	Langu Mashele
CONTACT PERSON	Papi Lekgoathi	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	087 357 1165	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	langumashele@pikitup.co.za>

E-MAIL ADDRESS	papilekgoathi@pikitup.co.za	

PART B
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) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS 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: ……...

1. ADMINISTRATIVE COMPLIANCE

1.1 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 4**: Declaration of interest
- **MBD 3.3:** Pricing Schedule (Professional Services)
- **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**).

1.2 Returnable Documentation

COMPULSORY RETURNABLE DOCUMENTATION	
Document Checklist	**Tick if at attached**
Certified copies of relevant Qualifications	
CVs of key members to be presented	
Company Registration Certificate (CIPC)	
Central Supplier Database Registration (CSD): MAAA Number/ Proof of registration	
MBD 1- Invitation to Bid	
MBD 3.3 -: Pricing Schedule (Professional Services) and a detailed formal quotation on the company letterhead (All inclusive)	
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	

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. ▪ 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) Copy of company registration documents (Latest version)	
b) Copy of ID Documents of owners/members/directors/shareholders	
c) Company Profile	

d) For Joint Venture Agreements, attach the CK's of each of the joint venture members (if applicable)	
e) Fully complete MBD 6:1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022, and submit original or certified copy of BBBEE Scorecard or copy of Sworn Affidavit, to substantiate ownership preference points claimed	
f) List or summary of previous experience relevant (i.e. in conducting Information systems audits and ICT advisory/consultancy in line with the DPSA framework/Public Sector)	
g) Reference letters from the previous clients of projects of similar nature (i.e., conducting Information systems audits and ICT advisory/consultancy in line with the DPSA framework/Public Sector)	
Certified copies of required qualification, or a related field).	
h) CV's outlining the Project Manager /leader and /or Key individual's experience in conducting Information systems audits and ICT advisory/consultancy in line with the DPSA framework/Public Sector)	

2 TERMS OF REFERENCE

Introduction

2.1 Corporate Profile / Overview of Pikitup

Pikitup Johannesburg (SOC) Limited was founded in 2001 as an independent municipal entity wholly owned by the City of Johannesburg. Its primary mission is to deliver comprehensive waste management services across the Greater Johannesburg area. Pikitup's vision is "to be the leading and environmentally focused waste management company in Africa."

The City of Johannesburg oversees Pikitup's service delivery through a service delivery agreement, which is monitored by the Infrastructure and Services Department. This oversight includes:

Financial Services: Managing annual operating and capital budgets, and setting appropriate tariff levels.

Service Delivery Standards: Ensuring that service delivery meets the agreed-upon levels across various market segments.

2.2 Major Products and Services

Under the service delivery agreement, Pikitup is contracted by the City of Johannesburg to offer a comprehensive range of waste management services to residents. These services are divided into two main categories: Council Services and Commercial Services.

Council Services are provided exclusively for the City of Johannesburg and include:

- 2.2.1 Collection and disposal of domestic, business, and putrescible waste
- 2.2.2 Street cleaning and lane flushing
- 2.2.3 Area cleaning and litter bin management
- 2.2.4 Collection of illegally dumped waste
- 2.2.5 Collection and disposal of animal carcasses in public spaces
- 2.2.6 Operation of garden sites

Commercial Services are offered in competition with other private waste management companies and include:

2.2.7 Collection and treatment of healthcare risk waste

2.2.8 Bulk collection services

2.2.9 Waste collection and disposal

2.2.10 Composting and recycling activities

2.2.11 Services for special events

2.2.12 Operation of landfill sites

The table below categorizes Pikitup main product and service offerings:

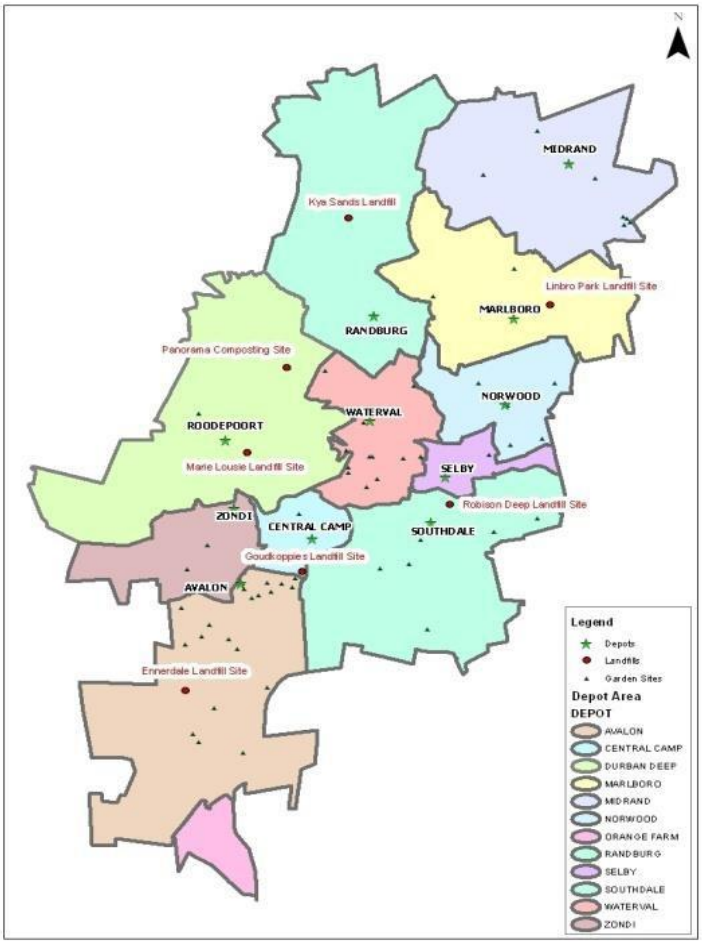
Table1: Council Services / Commercial Services

COUNCIL SERVICES	COMMERCIAL SERVICES
Domestic round collected refuse	Healthcare risk waste
Business round collected refuse	Bulk services
Putrescible waste	Composting
Street cleaning	Recycling activities
Lane flushing	Special events
Area cleaning	Landfill services
Litter bin management	Safe disposal
Illegal dumping	
Animal carcasses	
Garden sites	

2.3 **Area of Operations**

Pikitup executes its mandate to the city and its residents through 12 depots, 4 landfill sites, 42 garden sites and one composting site called Panorama based in Ruimsig.

Figure 1: Pikitup area of operations



3 PURPOSE OF THE RFQ

The purpose of this scope of work is to support the enhancement of ICT governance, operational efficiency, and compliance at Pikitup through targeted assessments, planning, and implementation support. Key focus areas include the development of an ICT Master Plan, strengthening of disaster recovery and business continuity capabilities, improvement of ICT project and configuration management practices, and alignment with regulatory frameworks such as the POPI Act. The initiative also covers IT vendor performance evaluation, Active Directory clean-up, audit readiness, and capacity building through skills gap analysis and training. These deliverables aim to create a sustainable, secure, and well-governed ICT environment aligned with business objectives and with standards aligned with the DPSA. Note that the quotation must reflect the cost of the project (including disbursements). The ICT project will commence in October 2025.

4 MANDATORY TECHNICAL REQUIREMENTS

The service provider must have experience in conducting Information systems audits and ICT advisory/consultancy in line with the DPSA framework/Public Sector. The service provider should maintain a professional team with sufficient knowledge, skills, experience and appropriate professional certifications to meet the requirements. Certified proof of registration with the relevant professional body.
– e.g. IRBA or IIASA or SAICA or ISACA.

4.1 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Bidders must provide evidence of company experience and the set of team qualifications and specialist skills and experience:

CONSULTANTS

4.1.1 A degree or equivalent qualification in Auditing, Accounting, or ICT-related fields (NQF level 7)

4.1.2 Certification as a Solutions Architect or Professional Architect with a

recognized registration body.

4.1.3 Relevant work experience in public sector audit advisory.

4.1.4 Registration with a recognized professional body, such as ISACA, IIA, or SAICA.

4.1.5 All qualifications must be accredited by SAQA.

- 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

5 **SCOPE OF WORK (**The scope of work will include the following : In line with DPSA directives)

Scope	Deliverables
Feasibility study • Assessment of current/ high priority ICT initiatives against Solution Architect covering the following but not limited to: • Technology Fit & Integration; • Security & Risk Management. • Scalability, Performance & Availability. • Data Architecture; and • Cost & Sustainability. • Develop ICT master plan and systems plan for implementation with a 3-to-5-year road map.	• Detailed Assessment Report. • ICT Implementation Roadmap.
IT Disaster Recovery Policy and Plan • Assessment of current business continuity management documents i.e. policies, procedures and plans available at Pikitup. • Conduct IT Business Impact Assessment (BIA) and update ICT disaster recovery plan document to address gaps and alignment with current practices and business landscape.	• BIA Report • Updated business continuity management documents i.e. policies, procedures and plans
Data classification • Defining Data classification • Regulatory & Compliance Alignment • Data Lifecycle Management	• Data Classification Policy

Scope	Deliverables
Cellphone Management Policy • Device Ownership and Eligibility • Compliance with Laws and Regulations • Support and Maintenance • Device Insurance Processes	• Cellphone Management Policy
Incident Management Policy Definition of Incident and Classification & Prioritization Defining Roles and Responsibilities Documentation & Evidence Gathering	• Incident Management Policy
ICT project management plan • Review and address gaps in the ICT project management plan . • Assist in implementing measures in line with DPSA directive to create a robust ICT project management framework and policy.	• Draft IT Project Management plans, including framework, policy, and procedure documents.
ICT Management Reporting • Review/draft ICT reports(monthly/quarterly) oversight reporting templates. • ICT Alignment with the POPI Act / Data Governance • Assist ICT department to draft Data and IT Asset Classification Policy • Consult on the development of IT Asset register and assist in the implementation of an appropriate level of protection or monitoring controls required • Assist in identifying resources containing sensitive information and clearly define who can access these resources and with which permissions	• Proposed /updated monthly reporting templates for IT oversight, committees, and subcommittees • Draft Data and IT Asset Classification Policy. • IT Asset Register template. • Access Control Matrix.
Configuration management • Proposed a logical model of the services, assets, infrastructure and recording of configuration items (CIs), including the relationships among them. • Assess the feasibility of procuring a Configuration management repository to maintain and control configuration baselines. • Draft a configuration management procedure that covers the need to maintain an up-to-date repository of configuration items (CIs).	• Configuration management document/standards. • Proposed an appropriate configuration management database.

IT Vendor performance assessment • Assist in defining outsourced IT services performance review standards and monitoring process to evaluate external IT service providers performance against agreed upon services.	• IT Vendor performance assessment standards
Active Directory (AD) cleanup • Assist in performing a clean-up exercise on the AD. • Assess the feasibility of automating certain activities. • Assessment of security vulnerabilities.	• AD Clean up Report.
Operational Service Level Agreement (OLA) • Advise on the establishment and implementation of OLA between ICT department ad stakeholders.	• OLA Templates and performance standards.
Audit Readiness Assessment • Perform a high level ICT general controls assessment to ensure that the ICT department is audit ready.	• High level ICT Controls Assessment Report.
• **Training / transfer of skills** • Assist in identifying skills gaps in the current ICT team. • Assist in proposing appropriate trainings for the team and providing certain trainings which can be dealt with inhouse e.g. ICT Infrastructure Management trainings etc.	• Proposed Training plans and report

Functionality Evaluation		
Criterion	**Weighting**	**Scoring Guide** **Score Rating (0-5)**
1.1 Organizational experience The service provider must have experience in conducting Information systems audits and ICT advisory/consultancy in line with the DPSA framework/Public Sector. The service provider should maintain a professional team with sufficient knowledge, skills, experience and appropriate professional certifications to meet the requirements. Certified proof of registration with the relevant professional body. – e.g. IRBA or IIASA or SAICA or ISACA.	**10**	The Company must submit the company profile for verification of experience The company must have a minimum of 5 years or more of ICT policy and procedure development and governance framework-related experience. **5 points** The company that has 4 years of experience in policy and procedure development and governance framework. =**4 points** The company that has 3 years of experience in policy and procedure development and governance framework. =**3 points** The company that has 2 years of experience in policy and procedure development and governance framework. =**2 points** The company that has 1 year experience in policy and procedure development and governance framework. =**1 point** The company that has less than 1 year experience in policy and procedure development and governance framework. =**0 points**

1.2 Credible and appropriate references. Reference letters of completed work from the previous three (5) clients on the client letterheads with contactable references not older than three (5) years	**10**	• Five or more reference letters for completed projects (on client letterhead) relating to ICT governance and management, Policy development procedures as well as change risk management disciplines = **5 points** • Four reference letters for completed projects (on client letterhead) relating to ICT governance and management, Policy development procedures as well as change risk management disciplines = **4 points** • Three reference letters for completed projects (on client letterhead relating to ICT governance and management, Policy development procedures as well as change risk management disciplines = **3 points** • Two reference letters for completed projects (on client letterhead) relating to ICT governance and • management, Policy development procedures as well as change risk management disciplines = **2 points** • One reference letter for completed projects (on client letterhead) relating to ICT governance and management, Policy development procedures, as well as change risk management disciplines = **1 point** •No submission of required information/ Project without projects = **0 points**

2.1 Qualifications of Team Members/Consultants	**10**	**Director** • Degree or equivalent qualification in Auditing/ Accounting or ICT-related fields (NQF level 7) , Certified Information Systems Auditor(CISA)/Certified Information Systems Manager (CISM)/ Certified in Risk , Information Systems Control (CRISC) **and** proof of registration with the relevant professional body i.e. ISACA and in good standing=**5 Points** • Degree or equivalent qualification in Auditing/ Accounting or ICT-related fields (NQF level 7) **and** a Certified Information Systems Auditor(CISA)/Certified Information Systems Manager (CISM)/ Certified in Risk and Information Systems Control (CRISC)= **3 Points** • Degree or equivalent qualification in Auditing/ Accounting **or** ICT-related fields (NQF level 7) =**2 Points** • No qualification=**0 Points**

	5 Points	**Manager** • Degree or equivalent qualification in Auditing/ Accounting or ICT-related fields (NQF level 7), CISA/CISM/CRISC **and** Registration with the relevant professional body – ISACA=**5 Points** • Degree or equivalent qualification in Auditing/ Accounting **or** ICT-related fields (NQF level 7),CISA/CISM/CRISC=**3 Points** • Degree or equivalent qualification • in Auditing/ Accounting or ICT-related fields (NQF level 7) = **2 Points** No qualification=**0 Points**
	5 Points	**Solution Architect x1** • Degree or equivalent qualification in ICT (NQF level 7) and Certified Solutions Architect or Professional Architect =**5 Points** • Degree or equivalent qualification in ICT (NQF level 7) = **3 Points** No qualifications = **0 Points**
	10 Points	**IT Senior Consultants x 2** • Degree or equivalent qualification in Auditing/ Accounting or ICT-related fields (NQF level 7) **and** Registration with the relevant professional body – ISACA =**5 Points** • Degree or equivalent qualification in Auditing/ Accounting or ICT-related fields (NQF level 7)= **3 Points** No qualifications = **0 Points**

Experience of Team Members/Consultants in experience in public sector ICT audit and advisory	**5 Points**	**Director** • Minimum of 8 years and more working experience in public sector audit advisory=**5 points** • 7 years working experience in public sector audit advisory=**4 points** • 6 years working experience in public sector audit advisory=**3 points** • 5 years working experience in public sector audit advisory=**2 points** • 4 years working experience in public sector audit advisory=**1 point** Less than 3 years working experience in public sector audit advisory=**0 points**
	5 Points	**Manager** • Minimum of 5 years and more working experience in public sector audit advisory=**5 points** □4 years working experience in public sector audit advisory=**4 points** □3 years working experience in public sector audit advisory=**3 points** □2 years working experience in public sector audit advisory=**2 points** □1 year working experience in public sector audit advisory=**1 point** • □Less than 1 year working experience in public sector audit advisory=**0 points**

	10 Points	**Solution Architect x1** Minimum of 5 years and more working experience in public sector audit advisory=**5 points** •4 years working experience in public sector audit advisory=**4 points** •3 years working experience in public sector audit advisory=**3 point** •2 years working experience in public sector audit advisory=**2 points** •1 year working experience in public sector audit advisory=**1 point** •Less than 1 year working experience in public sector audit advisory=**0 points**
	10 Points	**IT Senior Consultants x 2** • Minimum of 5 years and more working experience in public sector audit advisory=**5 points** • 4 years working experience in public sector audit advisory=**4 points** • 3 years working experience in public sector audit advisory=**3 point** • 2 years working experience in public sector audit advisory=**2 points** • 1 year working experience in public sector audit advisory=**1 points** Less than 1 year working experience in public

3.1 Approach and methodology Proposed approach and methodology to develop the required ICT policies and procedures: This must be in a form of a online presentation. The	**20 Points**	A submission of a phased systematic approach aligned to timeframes supported by evidence of research/best practices in the methodology. **5 points** • Basic phased system approach with no time frames. **3 points** • Proposed approach and methodology of service not submitted. **0 points**
Total Points	**100**	

FUNCTIONALITY EVALUATION CRITERIA

Bidders that comply with the bid's compliance requirements will be considered and evaluated on functionality. The functionality evaluation will be conducted in accordance with the criteria set out below. The total of 100 points is allocated for functionality evaluation and bidders are required to achieve a minimum functionality threshold of 65%. Bidders who do not meet the minimum required score will not be considered for further evaluation. The table below outlines the evaluation of the functionality criteria and Scoring guide and rating:

4. PREFERENCE POINTS SYSTEM (PRICE AND SPECIFIC GOALS)

Bidders that comply in terms of the pre-compliance requirements and the minimum functionality threshold, will lastly be evaluated on price and preference. Quotations/bids received from service providers will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Regulations of 2022 and the Pikitup SCM Policy.

The applicable preference point system for this RFQ is the **80/20** preference point system and the maximum points for this RFQ are allocated as follows:

PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and Specific Goals	**100**

N.B: Refer to MBD 6.1 of this bid document for details.

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

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

Where;

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4.2 A maximum of 20 points is allocated for specific goals on the following basis:

#	Specific Goals	Means of verification	The specific goals points allocated
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	Proof of registration on CSD, original or certified copies (not older than six (6) months) of Valid BBBEE certificate/ Sworn Affidavit, copy of owner's ID or Company Registration (CIPC)	5
2	**Enterprise owned by women with at least 51% shareholding** • 100% women owned=5 points • 51% to 99% women owned= 3 points • Less 51% women owned= 0		5
3	**SMME's (An EME or QSE)** • Exempt Micro Enterprise (EME) =5 points • Qualifying Small Enterprise (QSE)= 3 points • Large Enterprise = 0		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	Proof of registration on CSD, bidding company municipal account statement, letter or statement from the landlord confirming company address (Leased property)	5
Total (Maximum number of Specific goals)			**20**

4.3 PRICING

4.3.1 The bidder should indicate the resources and corresponding costs that they are bidding for in relation to the delivery of the project requirements.

4.3.2 Bidders must complete MBD 3.3 – Pricing Schedule (Professional Services) and submit a detailed formal quotation on the company letterhead. The pricing should include VAT and all applicable costs.

MBD 3.3

PRICING SCHEDULE
(Professional Services)

Name of Bidder:…… Bid Number: ……..……

Closing Time: ……..……. Closing Date ……

OFFER TO BE VALID FOR ……DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R……..……

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
----------	----------	R----------
----------	----------	R----------
----------	----------	R----------
----------	----------	R----------
----------	----------	R----------

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

----------	----------	----------Days
----------	----------	----------Days
----------	----------	----------Days
----------	----------	----------Days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	----------	----------	----------
----------	----------	----------	----------
----------	----------	----------	----------
----------	----------	----------	----------

**"all applicable taxes" includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development

levies.

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	----------	----------	----------
----------	----------	----------	----------
----------	----------	----------	----------
----------	----------	----------	----------

TOTAL: R……

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? ……*YES/ NO.

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index……

……

……

……

*Delete if not applicable

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 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, hareholder[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, 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.

……

[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? **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

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

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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 (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of

state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in 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,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	5	
Enterprise owned by women with at least 51% shareholding • 100% women owned=5 • 51% to 99% women owned= 3 • Less 51% women owned = 0	5	
SMME's (An EME or QSE) • Exempt Micro Enterprise (EME) =5 • Qualifying Small Enterprise (QSE)= 3 • Large Enterprise = 0	5	
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	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....
ADDRESS: .....
.....
.....
.....

MBD 8

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 *Audi alter am partum* 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**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form 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. 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.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description) in response to the invitation for the bid made by:

_____ (Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of: _____that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] 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

5. BID TERMS AND CONDITIONS

1. **The Lowest or any bid will not necessarily be accepted,** and **PIKITUP reserves the right not to consider any bid** not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition, Pikitup also reserves the right to appoint more than one service provider/supplier as deemed necessary
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria:
    a. (1) the desirability of rotating the work amongst service providers,
    b. (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004,
    c. (3) the past contractual performance of any bidder and
    d. (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidder.
3. Where deliveries are quoted “ex-stock” the period of **delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.** Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. **Payments will be made thirty (30) days** after receipt of invoice by Pikitup.
5. Samples of the required items or goods are available for your perusal (when applicable.)
6. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
7. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a “compliance tax status” on the National Treasury Central Supplier Database (“CSD”) as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.** National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.
8. **Bid submission:**
    - Late bids will not be accepted or considered, and bids delivered to any other address besides the address stated above will not be considered.
    - Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.

- No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.
- Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.
- Bidding documents must be completed properly in a permanent black **ink pen.**

9. **VALIDITY PERIOD-**Your bid submission must remain valid for a period of 60 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period

10. **Conditions of the contract**: The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award, the contract may include other relevant terms and conditions. Copies of the GCC are available from the website https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf

11. Administrative Justice: 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.

12. **Internal Appeal Process**

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken. The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

DECLARATION

I, the undersigned, hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder is duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNEBSURG SOC LTD Policy apply. I accept that PIKITUP JOHANNEBSURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

_____

NAME OF PERSON

_____

CAPACITY

_____

DATE