



OPEN REQUEST FOR QUOTATION (RFQ) TENDER PROCESS

SERVICE PROVIDER NAME: _____

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC

Procurement Less than R 200 000.00 (Including VAT)

JPC requests your proposals on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposals on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

DATE OF ISSUE	12 MAY 2021
CLOSING DATE	19 MAY 2021
RFQ NUMBER:	RFQ100/2021
DEPARTMENT	JPC FINANCE
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A TEMPORARY ACCOUNTANT FOR A THREE MONTHS PERIOD
SOPE OF WORK: COULD YOU KINDLY PROVIDE US WITH THE CVS FOR THE ATTACHED JOB PROFILE	
RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA E-MAIL	The JPC Website – www.jhbproperty.co.za OR FROM Front reception, Forum 1 Block B, Braampark 33 Hoofd Street Braamfontein 2017
COMPULSORY REQUIREMENTS	Submission of all required documents ➤ Valid VAT Certificate ➤ CSD Registration Documents Failure to attach the required documents will result in automatically disqualification



COMPULSORY REQUIREMENTS	Submission of all required documents <ul style="list-style-type: none">➤ Valid VAT Certificate➤ CSD Registration Documents Failure to attach the required documents will result in automatic disqualification
Compulsory Site Tour	N/A
<u>SUBMISSION OF QUOTES:</u>	Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.
TIME: CLOSING DATE	10:30 19 May 2021
ENQUIRIES:	rlseba@jhbproperty.co.za / ishoba@jhbproperty.co.za / asockdeo@jhbproperty.co.za

Proposals will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended & JPC's Supply Chain Management Policies and Procedures.



CHECKLIST

RFQ NR: RFQ100/2021

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Details	✓
1.	Certified Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
3.	Rates and Taxes Invoice for All the Directors or Members of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Tax Clearance Certificate	
12.	All alterations have been signed.	
13.	Quotation is signed.	

SIGNATURE _____

NAME _____



**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION
COMPULSORY REQUIREMENTS**

1. Valid Tax clearance or SARS pin number

Please note that copies of tax clearance certificates or SARS pin numbers are not valid as per SARS and they will not be accepted by JPC. Failure to provide the Tax clearance certificate will result in the quotation being disqualified.

2. Latest copy of rate and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)

Please note the following:

- a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.**
 - b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.**
 - c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.**
- 3. The proposal page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.**
- 4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.**
- 5. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.**
- 6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.**
- 7. Proof of Directors: A certified copy of your Company Registration Documents**



8. **A certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.**
9. **All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____



CONDITIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in JPC's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on JPC's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. JPC is dealing only with the registered and accredited suppliers on its Database.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. **JPC DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**
9. **QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.**

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____



ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _____

NAME: _____

CAPACITY: _____

DATE: _____



**SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017**

VAT. NO: 4010194266/4760117194

BIDDER:

TEL:

FAX:

**Your Vendor Number With
Us:**

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ100/2021	12 MAY 2021
CONTACT PERSON	
NAME:	Refilwe Lesiba
TEL No:	0102199000

Submission Deadline:

19 MAY 2021

Submission Time:

10H30AM



VALIDITY OF RFQ: 30 DAYS

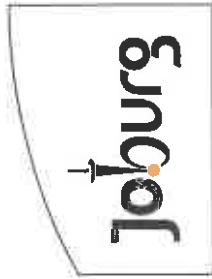
OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

Please submit all Quotations to the fax number stated above

RFQ'S below R50 000 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended.

Points will be allocated as follows:

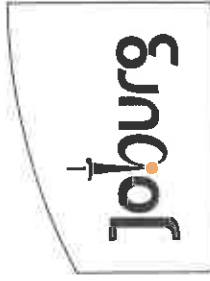
Points for price:	80
Points for B-BBEE (Max of 20):	20
B-BBEE Status Level Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0
Maximum	20



City of Joburg Property Company SOC Ltd.
Supply Chain Management

SIGNATURE OF BIDDER	
CAPACITY	

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.



SCOPE OF WORK:

AS PER ATTACHED

ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.

Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the JPC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.



JOB PROFILE

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
1. Municipality	Joburg Property Company
2. Post Title	JPC Accountant
3. Number of Posts	1
4. Job Grade	7
5. Date Grade Authorised	
6. Post Identification No/s	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST	
The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality	
Department	Finance
Division or Section	Finance
Branch or Sub-Section	Johannesburg Property Company

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. Financial Manager	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1. Management Accounting	
2. Credit Clerk	
3. Debtors Clerk	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
To provide financials that represent a coherent picture of the company books with analysis of the variances with budget. To be responsible for the financial accounting for JPC to report the various entities' results to the board. Maintenance of records, handling queries and develop staff

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY %
1.	Accounts Payable <ul style="list-style-type: none">• Accurately record expenses and creditors in the correct period and general ledger accounts• Account for payables transactions in accordance with the relevant GRAP, MFMA and IFRS standards• Review and sign off creditors reconciliations prior to payment for completeness of documentation and accuracy• Action all payments to suppliers within 30 days of receiving the invoices• Prepare and submit weekly cash forecasts for payment of suppliers• Review suppliers and account for accruals, where necessary• Review/prepare any journals related to accounts payable• Maintenance of creditors ledger	40
2.	Accounts Receivable <ul style="list-style-type: none">• Review revenue and debtors are accounted for in the correct period• Coordinate the debtors run for the closure of each reporting month• Ensure all invoices related to the subsidy and intercompany monies are billed timeously• Record and reconcile all commissions due• Review/prepare any journals related to accounts payable	10
3.	Financial Reporting <ul style="list-style-type: none">• Maintain a valid and accurate general ledger• Review/prepare journals required for the maintenance of the general ledger• Review general ledger for misallocations and correct accordingly• Assist in the preparation of monthly and annual financial statements• Ensure all transactions are compliant with the relevant GRAP and IFRS standards as well as Tax legislation• Ensure all transactions are accounted for timeously to facilitate monthly, quarterly and annual reporting• Ensure maintenance of all records related to the general ledger	25

4.	Audit <ul style="list-style-type: none"> Assisting the Financial Manager in ensuring that all requirements, policies, and procedures as well as legislation is adhered to for auditing purpose Prepare year end audit files with associated schedules Assist in query resolution of financial year end and Interim audits (internal and external) Review information requested from auditors prior to submission to Financial Manager 	10
5.	Statutory submissions <ul style="list-style-type: none"> Complete and submit ad hoc CoJ and Treasury requests Complete and submit OSA Template to CoJ by the 5th working day of each subsequent reporting month Complete and submit NT Template to CoJ by the 5th working day of each subsequent reporting month Complete and submit monthly budget-to-actual variance report to CoJ by the 5th working day of each subsequent reporting month Prepare/review VAT schedules for submission of the monthly VAT201 Prepare reconciliations related to the GL accounts for VAT Complete and submit VAT201 Assist in the preparation on annual income tax returns Communicate with SARS over various VAT and tax queries 	15

B.3 AUTHORITY OF THE POST This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)	
1.	Acts as an individual contributor to JPC, thus indirect impact in terms of budgets for JPC
2.	This job is subject to practices & procedures with clear precedents & defined policies
3.	Not permitted to have full line management of staff, only act as supervisor
4.	Financial Manager has to approve payments, JPC Accountant is not permitted to
5.	Role is regulated in terms of the Municipal Financial Act (MFA) and relevant legislation/stds
6.	Cash flow reporting and ad hoc information is required by the Financial Manager and provided by JPC Accountant

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Bachelor of Commerce in Accounting or similar
Reasons for essential qualification	The incumbent will be responsible for compiling high quality financial information about business to help company managers and stakeholders make sound business and financial decisions.
Experience	4-6 years' experience Strong Excel skills Completed articles or minimum 3 years audit experience

C.2 ALTERNATIVE REQUIREMENTS OF THE POST	
Qualification	Bachelor of Commerce in Accounting or similar
Reasons for preferred qualification	The incumbent will be responsible for compiling high quality financial information about business to help company managers and stakeholders make sound business and financial decisions.
Experience	3-5 years' experience Excel skills Minimum 3 years audit experience

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST (Only where directly relevant to the performance of the job)	
1.	Must be able to hear
2.	Must be able to see
3.	Must be able to communicate proficiently (English- language of business globally & locally)
4.	Preferable to be in a healthy state of mind

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Integrity
2.	Customer Service Orientation
3.	Attention to Detail
4.	Intrinsically motivated
5.	Conceptual & Analytical Thinking
6.	Personable

SECTION D: APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT – To be completed by Joburg Property Company

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Department				
Immediate Superior				
IMATU Representative				
SAMWU Representative				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1** This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2** Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3** Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a.** take all reasonable steps to prevent such abuse;
 - b.** reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c.** cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4** This MBD serves as a certificate of declaration that would be used by Institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5** In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

- 1. I have read and I understand the contents of this Certificate;**
- 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;**
- 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;**
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;**
- 5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:**
 - (a) has been requested to submit a bid in response to this bid invitation;**
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and**
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual Identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
 - 3.8.1 If yes, furnish particulars.

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

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

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

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

(e) 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**

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

Ja367bW

DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* YES / NO

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.

.....

.....

3.8 Do you, have any relationship

* 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.

(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

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....

.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....

.....

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

YES / NO

3.11.1 If so, furnish particulars.

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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder