



**PORT ST JOHNS MUNICIPALITY
FORMAL WRITTEN PRICE QUOTATIONS (RFQ)
(PROCUREMENT ABOVE R30 000-R300 000) INCLUDING VAT)**

REQUISITION NO.	10988
REFERENCE NO:	PSJLM-2026/2027 Ref 05
DESCRIPTION	Appointment of a service provider for Renewal of ESET Endpoint Anti-Virus
DATE OF ADVERT	18 August 2026
CLOSING DATE	26 August 2026
SUBMISSION OF QUOTATIONS	Tender Box ERF 257 Main Road Port St Johns

To be completed by the bidder

NAME OF BIDDER:	
CSD SUPPLIER NUMBER:	
SARS TAX COMPLIANCE STATUS PIN:	
TELEPHONE NUMBER:	
CELL NUMBER:	
PHYSICAL ADDRESS:	
EMAIL ADDRESS:	
QUOTATION AMOUNT:	R
QUOTATION AMOUNT IN WORDS	

Enquiries

TYPE OF ENQUIRY	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS
TECHNICAL	Mr Z. Tshalisi	066 488 3975	ztshalisi@psjmunicipality.gov.za
SUPPLYCHAIN MANAGEMENT	Ms S. Mtshamba	060 982 3014	smtshamba@psjmunicipality.gov.za



RFQ CHECKLIST/ RETURNABLES		
Please ensure that the following forms have been duly completed and signed and that all documents, as requested, are attached to the RFQ document:		
PLEASE CHECK:	Compulsory YES /NO	Non-submission will render quotation non-responsive.
CSD Report	YES	YES
Business registration documents	Yes	Yes
Certified copy of identity documents of directors / shareholders / partners / members, as the case may be	Yes	No
Valid Current Municipal Rates clearance statement of the company and each individual director which are not in arrears for more than 90 days. Or If the Company is leasing property where the Company is operating from, a signed valid lease agreement must be submitted. If the directors of the company are leasing a property a signed valid lease agreement must be submitted. Or If the directors reside where rates, taxes and service charges are not billed and the company operates where rates are not billed submit confirmation of address/ exemption letter as proof which is not older than 90 days.	YES	YES
Valid Tax Compliance Pin issued by SARS	Yes	Yes
MBD 1 Invitation to bid - completed and signed	Yes	Yes
MBD 4 declaration form – completed and signed	Yes	Yes
MBD 6.1, 8 and 9 forms – completed and signed	Yes	Yes
Ensure that your RFQ is submitted by 11H00AM on the closing date		



PROCEDURES/ CONDITIONS OF THIS RFQ

1. Formal Quotation sealed and clearly marked “**RFQ: NUMBER PSJLM-2026/2027 Ref 05 – APPOINTMENT OF A SERVICE PROVIDER FOR RENEWAL OF ESET ENDPOINT ANTI-VIRUS**” must be placed in the Municipal tender box located at ERF 257, Main Street, Port St Johns.
2. No quotation will be considered unless submitted on this RFQ document and it will remain valid for 90 days after the closing date of the Formal Quotation.
3. The municipality reserves the right to withdraw any invitation to quote and / or re-advertise or to reject any formal quote or to accept a part of it. The Municipality does not bind itself to accept the lowest or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.
4. It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database register without delay on website www.csd.gov.za
5. Quotation submissions will be evaluated on the criteria specified in this document.
6. Submissions will be evaluated in accordance with the 80/20 price and preferential procurement points system.
7. The contract between the municipality and the appointed bidder will be administered in accordance with the General Conditions of Contract 2010 as issued by National Treasury. A copy of the General Conditions of Contract may be obtained from the National Treasury website – www.treasury.gov.za



SPECIFICATION

Renewal of ESET Endpoint ANTIVIRUS TERMS OF REFERENCE

1. INTRODUCTION

Port St Johns Local Municipality (PSJLM) invites ICT solutions Service Providers to quote for the renewal of ESET antivirus software for the PSJLM.

2. BACKGROUND

The PSJLM currently employs approximately 180 (one hundred and eighty) employees with laptops and desktops, the municipality utilizes ESET ENDPOINT ANTIVIRUS business edition antivirus with a central cloud admin console however we are looking to renew the anti-virus software in order to keep up with modern threats and reduce vulnerability.

3. SCOPE OF WORK

Renewal of 180 (one hundred and eighty) workstation licenses plus an additional 12(Twelve) workstation licenses inclusive of endpoint security, web reputation security, email security, and sandbox, all of which are of the same brand for ease of management.

The Service Provider shall assign a dedicated Technical Account Manager to help leverage the deployed security solutions, optimize IT service levels and assist in the proactive security planning and provide crisis management planning assistance.

Provision of 24 x 7 managed services from the manufacturer for the detection and response of 192(one hundred and ninety-two) workstation licenses inclusive of web security, email security, and sandbox. The service shall include the following:

- a. Monitoring and Detection
- b. Analysis and Investigation
- c. Response and Reporting.

3.1 AREA OF COVERAGE

Endpoint Security Licenses with the following features:

- a. Anti-malware
- b. Application Control
- c. Integrated Data Loss Prevention
- d. Device Control



- e. Email Security for Microsoft
- f. Web Reputation
- g. Ransomware Rollback
- h. Extended Detection and Response (XDR)

3.2 OBJECTIVES

To protect and secure all IT based assets which include workstations, email, cloud-based storage and web access from software viruses, malware and anti-ransomware.

To effectively always monitor and defend against cyber security threats of IT assets via a 24 x 7 threat monitoring service which includes detection, response and remediation.

3.3 STANDARDS AND REQUIREMENTS

3.3.1 ENDPOINT (WORKSTATION) SECURITY

Coverage: 192 Licenses for two years.

3.3.2 GENERAL FEATURES

- Complete mobile cell phone, tablet, laptop and desktop protection defends against everything from traditional attacks to the latest sophisticated, targeted threats.
- Cloud-based management platform.
- Cloud Based protection for 192 workstation licenses inclusive of web reputation security, email security, and sandbox all the same brand.
- Both virtual and physical endpoints are secured with multiple layers of anti-threat techniques uniquely adapted to each environment.
- Advanced threat protection includes anti-malware, command and control blocking, browser exploit protection, application control, behaviour monitoring, ransomware protection, memory inspection, email gateway protection, cloud email protection, web threat protection, and vulnerability protection.
- Application and port control make sure that your users don't execute dangerous applications on your endpoints or send information where it doesn't belong.
- Vulnerability protection shields against vulnerabilities even after end of support.
- Integrated, template-based data loss prevention ensures information is protected at the endpoint and across multiple layers.
- Light weight and optimized security ensure minimal impact on device, application, or network performance.
- Real-time connected threat intelligence correlates threat data across multiple threat vectors from a global threat intelligence network
- The proposed solution must be able to work with Microsoft Windows Security.



- The proposed endpoint solution should support the following endpoint operating system Windows:

a. Windows 10 32bit/64bit or Later

3.3.3 MANAGEMENT FEATURES

- Centralized Management Console.
- Single, Configurable Installation with centralized configuration & solid management.
- Manageable through Web browser.
- Support role based for administrator account.
- The administrator users' administrative access must be different from the role based administrative access.
- Allow the administrator to customize the dashboard.
- Audit logs for changing of policies.
- Audit logs for every action done on the console (example issue of isolation command).
- Recover the licenses from those endpoints that have not been connected to the management console within the defined period.
- Allow the administrator to upgrade/update agent from the management with no need of third-party tool.
- Actionable GUI that allows administrators to respond on the fly.

3.3.4 ANTI-VIRUS and ANTI-MALWARE FEATURES

- Anti-malware (pattern-based and signature-less high-fidelity machine learning for pre-execution and runtime)
- The proposed solution shall have Behavioural Analytics (against scripts, injection, ransomware, memory and browser attacks).
- Must have:
 - a. Up-to-date File Reputation
 - b. Variant Protection
 - c. Census Check
 - d. Web Reputation
 - e. Exploit Prevention (host firewall, exploit protection)
 - f. Command and Control protection.
- Capability to detect and clean Virus.
- Integrated with the endpoint protection solution in a single agent.
- Provide common definitions for all Operating Systems supported & across all product ranges.
- Update definitions & scan engines on the fly, without a need for reboot.

3.3.5 THREAT PREVENTION and VULNERABILITY PROTECTION

- Stop new or emerging threats that could potentially compromise security regardless of the platform



- Perform virtual patching for vulnerable operating systems.
- Integrated with the endpoint protection solution in a single agent.
- Prevent threats: a. Without signatures.
 - b. fileless malware.
- Protect endpoint against a. Ransomware.
 - b. Script attack.
- Customize prevention policy.
- Set restriction to application or processes.
- Define blacklist or whitelist processes.

3.3.6 DATA LOSS PREVENTION FEATURES

- Visibility and control over sensitive data and prevent data loss via USB, email, software as a service application, web, and cloud storage.
- Integrated with the endpoint protection solution in a single agent.
- Detect and react to improper data usage-based keywords, regular expressions, and file attributes.
- Provide education to employees about corporate data usage policies through alerts, blocking or soft-blocking and reporting.
- Visibility and management over data: a. At rest control points.
 - b. At motion control points.
 - c. In use control points.

3.3.7 APPLICATION CONTROL FEATURES

- Allow or deny functionality that is able to manage known and unknown applications, file types, and executables.
- Reliable file reputation source to allow cross checking of known good files. This source must be constantly kept up to date with the latest known good file listing.
- Integrated with the endpoint protection solution in a single agent.
- Perform an automated inventory scan which categorizes installed applications depending on its file reputation.

3.3.8 EMAIL SECURITY FEATURES

- Support Ms 365 email service.
- Anti-virus, anti-spoofing, anti-spam and anti-relay protection.
- Quarantine emails upon virus detection.
- The solution must have heuristic anti-spam protection.



- Add/remove policies based of custom references.
- Block/allow customized subjects based on keywords, in any part of the email message.
- Protect against phishing websites.
- Block or approve senders list.
- Advanced detection and alert capabilities for early mitigation of emerging threats and targeted attacks.
- Detect unknown URLs embedded in email messages.
- Support protection against Directory Harvest Attacks.
- Protect from malicious URLs embedded in email messages.
- The solution must provide security for business email compromise (BEC).
- Capture and analyse all incoming emails from internet to Ms 365 mailboxes. The solution must be able to capture and analyse all outgoing emails from Ms 365 mailboxes to internet.
- The solution must be able to capture and analyse all Ms 365 internal email flows from Ms 365 mailbox to Ms 365 mailbox.
- Support both real-time scans to protect data in motion and manual scan for data at rest.
- Minimum impact or effect on user email delivery or file sharing in case of service disruption or unavailability.
- Prevent the delivery of an identified suspicious/threatened email and files. The solution must be able to detect threats in emails without blocking the deliver to the recipient.

3.3.9 WEB PROTECTION

- Scan traffic ongoing in and out the network in real time.
- Up to date URL database with multiple categories.
- Protect HTTP, FTP, SMTP, POP3 protocols.
- Create access policy by category, from URL database, customized list and by keyword.
- Block forbidden internet application through a web browser.
- Block access to malicious sites and restricted areas.
- Scan HTTP and HTTPs traffic for spyware and other web threats.
- Blocking of outbound data to known spyware and Phishing-related websites.
- Validate web-based codes to screen web-based pages for malicious codes.
- Deploy policy based on Users and/or routes defined in the active directory.
- Generate web security violations per use, hostname or IP.
- Generate reports on web violations statistic



PRICING SCHEDULE

Quantity	DESCRIPTION	Unit Price	TOTAL PRICE
		Sub- total	
		15% VAT	
		Total	

NB: Service Provider can submit own pricing schedule.

Insert Company Stamp above or submit a quotation.

Note:

1. All prices quoted must include VAT, if the bidder is a registered VAT vendor.
2. Prices quoted must include transport cost
3. All prices submitted must be firm. Firm prices are deemed to be fixed prices, which are only subject to statutory changes.



Evaluation CRITERIA

Bidders need to score a minimum of 35 Points in order to be evaluated for Price

	Evidence required	Maximum Points
Company Experience		30
Submit at least three (3) appointments with reference letters in supply and delivery of (Cybersecurity Software) antivirus software.	Three appointment and reference letters attached = 10 points each	
Original Equipment Manufacturer (OEM) Letter or Certificate as a reseller or distributor or Partner	ESET Partnership/Distributor Letter attached = 20 Points.	20
	TOTAL POINTS	50

Unless stated otherwise in this document, the quotation will be awarded to the bidder who meets the all the requirements of the RFQ and who scores the highest total for price and specific goals.

Price

An 80/20-point system shall apply where 80 points are allocated for price and 20 points allocated for specific goals as follows:

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

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

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Specific goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
Promotion of 51% Black owned Companies	10	
Promotion of Companies within O. R. Tambo District	10	



MUNICIPAL BIDDING DOCUMENTS

MBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PORT ST JOHNS MUNICIPALITY					
BID NUMBER:	PSJLM-2026/27 Ref 05	CLOSING DATE:	26 August 2026	CLOSING TIME	11:00AM
DESCRIPTION:	Appointment of a service provider for Renewal of ESET Endpoint Anti-Virus				

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

RECEPTION AREAS (MUNICIPAL TOWN HALL)
PORT ST JOHNS MUNICIPALITY
ERF 257, MAIN STREET
PORT ST JOHNS
5120

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:		CSD No:	
BUSINESS REGISTRATION DOCUMENTS	YesNo		STATEMENT OF RATES AND TAXES	YesNo

[BUSINESS REGISTRATION DOCUMENTS AND STATEMENT OF RATES AND TAXES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS]

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 ISSIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	ICT OFFICE
CONTACT PERSON	S. Mtshamba	TELEPHONE NUMBER	MR Z TSHALISI
TELEPHONE NUMBER	060 981 3014	FACSIMILE NUMBER	066 488 3975
FACSIMILE NUMBER		E-MAIL ADDRESS	
EMAIL ADDRESS	smtshamba@psjmunicipality.gov.za		ztshalisi@psjmunicipality.gov.za



PART B

MBD1

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, 2017, 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:



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. 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.....

.....

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 municipality;

(d) an employee of any national or provincial department, national or provincial public entity or constitution 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 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, principal 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, principal 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, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?..... **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



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

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 To be completed by the organ of state

- a) The applicable preference point system for this RFQ is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this RFQ. The lowest acceptable tender will be used to determine the accurate system once RFQ documents are received.

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 To be completed by the organ of state:

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

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



3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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)
Promotion of 51% Black owned Companies	10	
Promotion of Companies within O. R. Tambo District	10	

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 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:	
	
	
	
	



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 alteram partem</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 IS TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



MBD 9

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. takes all reasonable steps to prevent such abuse;
 - b. rejects the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancels a contract awarded to a person if the person 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 c



MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

(Quotation Number and Description)

in response to the invitation for bids made by:

Port St Johns Municipality

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 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 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
 - (d)



MBD 9

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 this invitation; or
 - (f) submitting a bid 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 or of the awarding of the bid.

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.



MBD 9

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