



REGISTRATION FORM: SUPPLIER / SERVICE PROVIDERS

SECTION A

CORPORATE DETAILS

1. Title: (Prof./ Dr./ Mr./ Mrs./ Ms.)
2. Surname:(Identitynumber.....)
(name of contact person)
3. Name of business:
(Contracts / orders will be placed on this name and invoices must reflect it.)
4. Registered name of business
5. Street address of business:
.....
.....
6. Post/Postnet address of business:
.....
.....
(This is the address to which an Invitation to Tender / enquiry and orders / contracts must be sent)
7. E-mail address:
8. Telephone numbers of business: Code: Number:
9. Cellphone number of business: Code: Number:
10. Contact person fax number: Code: Number:
(Used by Cape Agulhas Municipality for electronic faxing of Request for Quotations, Contracts and Purchase orders)
11. Is this a dedicated fax number? (y/n):
12. Enterprise/ company Income Tax no.:
(Insert personal income tax number if a sole proprietor, and personal income tax numbers of partners, if a partnership)
13. VAT registration no:
14. Corporate entity registration no.:
15. Type of enterprise:.....
(eg. partnership, company, cc, one person business etc.)
16. CIDB registration no.:
17. Country of registration or incorporation:
18. Centralised Supplier Database Registration nr: **MAAA**.....

20. Did your company exist under a previous name? (y/n):

20.1 If yes, provide the name?

20.2 Who were the owners/partners/directors?

.....

21. List all the partners, proprietors and shareholders by name, identity number, citizenship and shareholding:

Name	ID-number	Date RSA Citizenship obtained	Ra ce	Gender M/F	Disabled Yes/No	Date of Ownership	% of time devoted to enterprise	% Share- Holding/Ownership

Note: Where owners are themselves a corporate entity or partnership, please identify such.

22. How many permanent and temporary employees do the company employ.

	Historically Disadvantage Individual		Other	
	Permanent	Temporary	Permanent	Temporary
Male				
Female				

SECTION B

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

The following definitions serve as a guide as to how Cape Agulhas Municipality interprets BBEE:-

“**black people**” is a generic term which means Africans, Coloureds and Indians;

“**broad-based black economic empowerment**” means the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated socio-economic strategies that include, but are not limited to—

- (a) increasing the number of black people that manage, own and control enterprises and productive assets;
- (b) facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises;
- (c) human resource and skills development;
- (d) achieving equitable representation in all occupational categories and levels in the workforce;
- (e) preferential procurement; and
- (f) investment in enterprises that are owned or managed by black people;

BBEE RATING CERTIFICATE

All Service Providers **MUST** submit a B-BBEE Certificates as issued by:

- The verification agencies accredited by the South African National Accreditation System (SANAS) or
- Registered Auditors approved by the Independent Regulatory Board of Auditors (IRBA) in accordance with the approval granted by the Department of Trade and Industry (DTI)

FOR INFORMATION PURPOSES ONLY

PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1 EMEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership;

or

1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);

or

1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:

1.3.1. A registered Auditor approved by the Independent Regulatory Board for Auditors (IRBA); or

1.3.2. A verification Agency accredited by the South African National Accreditation System (SANAS).

2. QSEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (**form available in the tender document**);

or

2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:

2.2.1. A registered Auditor approved by IRBA; or

2.2.2. A verification Agency accredited by SANAS.

2. BIDDERS OTHER THAN EMEs & QSE's

3.1. The bidder **MUST** submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by:

3.1.1. A Registered Auditor approved by IRBA; or

3.1.2. A Verification Agency accredited by SANAS.

WHEN CONFIRMING THE VALIDITY OF CERTIFICATES ISSUED BY AN AUDITOR REGISTERED WITH IRBA, THE FOLLOWING SHOULD BE DETAILED ON THE FACE OF THE CERTIFICATE:

4.1. The Auditor's letterhead with FULL contact details;

4.2. The Auditor's practice number;

4.3. The name and physical location of the measured entity;

4.4. The registration number and, where applicable, the VAT number of the measured entity;

4.5. The date of issue and date of expiry;

4.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and

4.7. The total black shareholding and total black female shareholding.

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned;
 - The enterprise is _____% black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths Signature & stamp

National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business "X"
Please indicate your Sector "X"						
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium	100	R 5 m	R 5 m	
		Small	50	R 3 m	R 3 m	
		Very small	10	R 0.50 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Mining and Quarrying 21001 - 29999		Medium	200	R 39 m	R 23 m	
		Small	50	R 10 m	R 6 m	
		Very small	20	R 4 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Manufacturing 30001 - 39999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Electricity, Gas and Water 41001 - 42999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5.10 m	R 1.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Construction 50001 - 50999		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium	200	R 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Catering, Accommodation and other Trade 64101 - 64299		Medium	200	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Finance and Business Services 81001 - 88999		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Community, Social and Personal Services 91001 - 99999		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

SECTION C

SERVICE PROVIDER PROFILE

Please note: Where any specific query does not apply to your enterprise, please mark the relevant query as not applicable (**NA**), and do not just leave the query blank.

PART A – BANKING INFORMATION

- 1. Please attach an original cancelled cheque or an original bank verification letter.
- 2. Bank:
- 2.1 Account Holder Name:
- 2.2 Branch number/code:
- 2.3 Branch location:
- 2.4 Bank Account number:
- 2.5 Account type:
- 2.6 Bankstamp

BANK STAMP
(It is confirmed that the bank account as supplied above is that of the account holder as specified)

- 3 All Payment will be done via ACB (Electronic) transfer.
- 4. The vendor hereby warrants that its banking details and all other information herein provided (herein after collectively referred to as "**the information**") is true, accurate and correct in all respects and furthermore shall ensure that Cape Agulhas Municipality is timeously advised in writing of any changes to the information.

The vendor indemnifies and holds Cape Agulhas Municipality harmless against any loss or claim of whatsoever nature, whether direct, indirect or consequential, which the vendor or any other person may have or aver to have against Cape Agulhas Municipality arising out of the information being false, inaccurate or otherwise incorrect in any respect and/or failing to timeously advise Cape Agulhas Municipality in writing of any changes to the information, for any reason whatsoever.

SIGNED AND ACCEPTED ON THIS DAY OF

.....
Signature:

.....
Name & Position at vendor

SECTION D

1. Each service provider must sign this service provider declaration in order to be considered for listing on the Cape Agulhas Municipality service provider panel.
2. Cape Agulhas Municipality reserves the right to require of any service provider at any time substantiate any information provided in any manner Cape Agulhas Municipality may require.

SERVICE PROVIDER DECLARATION

I, the undersigned,.....
warrant that I am authorised by my organisation/enterprise/firm/company to provide the information contained in this application and that all information it is both true and correct.

I further specifically declare that the claims made regarding Historically Disadvantaged Individuals, Previously Disadvantaged Enterprises, Women-owned Enterprises and Small Medium and Micro Enterprises status are true and correct, and that I, or any member of my organisation, will immediately inform Cape Agulhas Municipality of any change in the mentioned status, irrespective of the consequences it may have regarding continued or future placement on the service provider panel of Cape Agulhas Municipality.

I agree that in the event that any claims made or information provided in this application is found to be false or fraudulently provided, Cape Agulhas Municipality may in addition to any other remedy it may have:

- recover all costs, losses or damages incurred or sustained by Cape Agulhas Municipality as a result of the provision of false or fraudulent information from my organisation; and/or
- cancel any contract which may have been concluded with the service provider; and/or
- claim any damages that Cape Agulhas Municipality may suffer by having to make less favourable arrangements after such cancellation; and/or
- prohibit the organisation or individual from future contracts with Cape Agulhas Municipality (black listing).

POPIA DISCLAIMER

The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organisation as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery.

For more details, you can refer to the Cape Agulhas Municipality, Privacy Policy available at www.capeagulhas.gov.za

The Protection of Personal Information Act (POPIA), Act No. 4 of 2013

Signature **Date**

Capacity

Duly authorised to sign on behalf of

SECTION E

DOCUMENTATION TO BE PROVIDED

SCM Regulation 13: General preconditions for consideration of quotations /bids

Please attach copies of the following documents to your application (where applicable):

	Please tick in box:	YES	NO
Service Provider Application Form duly completed and signed (Section A – D).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An active Tax compliance verification pin (compulsory).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership / Shareholder certificate (Identification Documents Certified (compulsory)).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BBBEE Rating Certificate (Certified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest Municipal Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company/CC/Trust/other Registration documents (CK2 Documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAT registration certificate (VAT103 Documents) (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of P.A.Y.E registration documents (If not indicated on Tax Clearance Certificate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of UIF registration documents (If not indicated on Tax Clearance Certificate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workman's Compensation: Letter of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security Officers Board Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Contractors Board (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIDB Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NHBRC Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caterers - Certificate of Acceptability (COA) Food Handling (R918 of 31 July 1999) in terms of Food Premises issued by the Local Authority: Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original cancelled cheque or an original bank verification letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest (compulsory).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Organogram, showing Holding and Subsidiary company(s) as well as operating divisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NB - You will be required to submit an updated Active, **Tax Compliance Status Verification Pin** on, or before expiry of the currently housed **Tax Compliance Status Pin**, to maintain your Verified status on the CAM Suppliers Database and thereby ensure your eligibility to conduct business with Cape Agulhas Municipality. Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new Tax compliance status pin is submitted.

These forms must be completed and submitted to one of the following:

Cape Agulhas Municipality
1 Dirkie Uys Street
Bredasdorp
7280

Cape Agulhas Municipality
PO BOX 51
Bredasdorp
7280

Direct enquiries to the Cape Agulhas Municipality Supply Chain Management Office - Tel: 028 425 5500
 Email: michaelv@capeagulhas.gov.za / ricardom@capeagulhas.gov.za

CODE	COMMODITY	x	CODE	COMMODITY	x
00300: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES			00700: PROFESSIONAL SERVICES		
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering: Electrical	
00304	Electrical component supplies		00704	Consulting engineering: Environmental	
00305	Electrical equipment		00705	Consulting engineering: Geo-technical	
00306	Electrical equipment repairs		00706	Consulting engineering: Mechanical	
00307	Hardware supplies		00707	Consulting engineering: Other	
00308	Lifting equipment		00708	Consulting engineering: Project management	
00309	Mechanical seals and packing		00709	Consulting engineering: Roads & Storm water	
00310	Pipe and irrigation supplies		00710	Consulting engineering: Sewerage systems	
00311	Power generation and distribution machinery and accessories		00711	Consulting engineering: Solid waste	
00312	Pump spares		00712	Consulting engineering: Structures, Building, Bridges, etc	
00313	Small tools		00713	Consulting engineering: Water systems	
00314	Transformer services		00714	Engineering services	
00315	Valves, couplings		00715	Financial services	
00316	Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera		00716	Land surveying	
00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES			00717	Legal services – contracts	
00501	Computer equipment hardware, networks and software		00718	Legal services-- conveyance	
00502	Consumables		00719	Legal services – litigation	
00503	Corporate gifts		00720	Legal services – other	
00504	Domestic, industrial and cleaning equipment and supplies		00721	Medical services,equipment &accessories	
00505	Electronic equipment, including audio-visual equipment		00722	Project management	
00506	Fire protection equipment		00723	Quantity surveying	
00507	Flowers, plants,compost & nursery acc.		00724	Town and regional planning	
00508	Food and refreshments		00725	Motivational speakers	
00509	Households furniture and equipment		00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES		
00510	Office furniture and equipments0		00801	Alarm and tracking systems	
00511	Office supplies and stationery		00802	Auto electrical repairs	
00512	Printing, copying and photographic equipment and supplies		00803	Batteries	
00600: MISCELLANEOUS GOODS AND SUPPLIES			00804	Engine overhauls	
00601	Environmental cleansing equipment, goods and supplies		00805	Fuel, oils and lubrications	
00602	Fire fighting protection equipment, goods and supplies		00806	Hydraulics	
00603	Garden tools		00807	Panel beating	
00604	Gas		00808	Radiator repairs	
00605	Laboratory chemicals		00809	Radio & Electronic equipment	
00606	Material and warehousing machinery, equipment and goods		00810	Spares and parts	
00607	Measuring, testing and observation equipment		00811	Towing services & vehicle storage	
00608	Pharmaceutical products,drugs etc.		00812	Transmissions	
00609	Protective clothing and uniforms		00813	Tyres and tubes	
00610	Security equipment, goods and services		00814	Upholstery	
00611	Specialised imported chemicals		00815	Vehicle fleet management	
00612	Sports and recreational equipment and goods		00816	Vehicle supply	
00613	Road & Traffic signs manufacturers		00817	Windscreens	
00614	Wine Distributing		00818	Taxi ,busses transportation services	
			01000	Other plz specify.	

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, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) An executive a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.
- (g) A Person who is an advisor or consultant contracted with the Municipality.

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

Section 3.9.1: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

<input type="checkbox"/> a member of any municipal council	<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
<input type="checkbox"/> a member of any provincial legislature	<input type="checkbox"/> a member of an accounting authority of any national or provincial public entity
<input type="checkbox"/> a member of the National Assembly or the National Council of Province	<input type="checkbox"/> an employee of Parliament or a provincial legislature
<input type="checkbox"/> a member of the board of directors of any municipal entity	
<input type="checkbox"/> an official of any municipality or municipal entity	

If any of the above boxes are marked, disclose the following: (insert separate page if necessary)

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

* Insert separate page if necessary

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.

Section 3.13.1: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> an executive member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | <input type="checkbox"/> A person who is an advisor or consultant contracted with the Municipality |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

* Insert separate page if necessary

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

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 all bids:

- the **80/20 system** for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received

1.2 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.

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

		POINTS
PRICE		80
SPECIFIC GOALS	50% of the 20 Points	20
• B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	
• LOCALITY OF SUPPLIER	10	
Total points for Price and SPECIFIC GOALS		100

1.4 **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.

1.5 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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.

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, to be attained.

5.2 A maximum of 20 points (80/20 preference points system) or 10 (90/10) preference points system), will be allocated for specific goals. These goals are:

- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (b) local labour and/ or promotion of enterprises located in the municipal area (phased in approach to be applied for other RDP goals)

5.3 Regarding paragraph 5.2 (a) at least **50% of the 20 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	9
3	8
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

5.4 A tenderer **must submit proof** of its BBBEE status level contributor [scorecard].

5.5 A tenderer failing to submit proof of BBBEE status level of contributor –

5.5.1 may only score in terms of the 80/90-point formula for price; and

5.5.2 scores 0 points for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

5.6 Regarding paragraph 9.2 (b) a maximum of **50% of the 20/10 points** will be allocated to promote this goal. Points will be allocated as follows.

LOCALITY OF SUPPLIER (SUBMIT PROOF OF REGISTERED BUSINESS ADDRESS) E.G MUNICIPAL ACCOUNT OR LEASE AGREEMENT	50% of the 20 Points = 10
Within the boundaries of the Cape Agulhas Municipality	5
Within the boundaries of the Overberg	3
Within the boundaries of the Western Cape	2
Outside of the boundaries of the municipality	0

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)	B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SPECIFIC GOALS	20		
1. B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	_____	_____
2. LOCALITY OF SUPPLIER	10	Indicate (YES/NO)	Number of points claimed
<ul style="list-style-type: none"> • Within the boundaries of the Cape Agulhas Municipality 	5	_____	_____
<ul style="list-style-type: none"> • Within the boundaries of the Overberg 	3	_____	_____
<ul style="list-style-type: none"> • Within the boundaries of the Western Cape 	2	_____	_____

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 Company registration number:

6.3 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]**

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

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS: