

# Sedibeng District Municipality



## BID DOCUMENT

<b>Tender No.</b>	8/2/2/4-2019
<b>Closing Date and Time</b>	Thursday, 31 October 2019 @ 12H00
<b>Description</b>	Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department.
<b>Contractor / Bidder</b>	
<b>Bid amount</b>	R
<b>Physical address</b>	
<b>Contact person</b>	
<b>Telephone no.</b>	
<b>Fax no.</b>	
<b>Cell no.</b>	
<b>Email address</b>	

*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/2/4-2019

## CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
  - a) Tender Form
  - b) Form of Offer
  - c) Declaration of interest
  - d) Certificate of independent Bid Determination
  - e) **An original Tax Clearance Certificate issued by the South African Revenue Services**
  - f) **A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).**
  - g) Proof of registration for VAT (if applicable).
  - h) Valid B-BBEE Certificate
  - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.
8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (\*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.

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10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

**Sedibeng District Municipality**  
**RFQ Number: 8/2/2/4-2019**

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MBD 1

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY**

BID NUMBER:	8/2/2/4-2019	CLOSING DATE:	Thursday, 31 October 2019	CLOSING TIME:	12:00
DESCRIPTION	Supply of sound and stage for the commemoration of the 35 <sup>th</sup> anniversary of the 3 <sup>rd</sup> September Vaal Uprising.				

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

**MUNICIPAL BUILDING**

**GROUND FLOOR**

**CORNER BEACONSFIELD AND LESLIE**

**VEREENIGING**

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE		NUMBER	
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CELLPHONE NUMBER

FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS	TCS PIN:		<b>OR</b>	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

*Description: Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. Bid Number: 8/2/2/4-2019*

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	<b>R</b>
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	SUPPLY CHAIN MANAGEMENT	DEPARTMENT	INFORMATION TECHNOLOGY DEPARTMENT
CONTACT PERSON	Sophy Ntjepela	CONTACT PERSON	Queen Matsie
TELEPHONE NUMBER	016 450 3131	TELEPHONE NUMBER	016 450 3202
E-MAIL ADDRESS	<a href="mailto:sophyk@sedibeng.gov.za">sophyk@sedibeng.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:queen@sedibeng.gov.za">queen@sedibeng.gov.za</a>

## PART B TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**

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

# MIBD2: DISCONTINUED MIFMA CIRCULAR NO.90



## DEPARTMENT: SUPPLY CHAIN MANAGEMENT

Sedibeng District Municipality  
P.O. Box 471  
Vereeniging, 1930  
Republic of South Africa  
Tel: +27 16 450 3241  
Fax: +27 86 682 9820

### CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

**EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (Please tick with X where appropriate):**

QUESTIONS	YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?		
2. If yes, please submit proof in the form of the <b>original or certified copy</b> of the bidder's municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
<b>Contact Name:</b>	<b>Contact Number:</b>	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), \_\_\_\_\_ OF (PHYSICAL ADDRESS) \_\_\_\_\_ being a Director / principal shareholder, owner of company<sup>1</sup> (COMPANY NAME):

Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature

**NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!**

*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/4-2019





**TENDER FOR THE SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT, PRINTERS AND OTHER PERIPHERALS TO THE SEDIBENG DISTRICT MUNICIPALITY INFORMATION TECHNOLOGY DEPARTMENT**  
**Bid N: 8/2/4-2019**

**Sedibeng District Municipality is hereby inviting service providers to tender on the following specification:**

Sedibeng District Municipality is requesting bidders to submit tenders for the supply of computer equipment, printers, peripherals and software as listed below. The contract will run for a period of three years, renewed yearly based on supplier performance and subject to budget availability. This contract will not be exclusive and will not bind the council to a sole supplier for the term.

**EXPERIENCE**

Companies wishing to tender for this project must have demonstrable experience of the following:

- Familiarity with the role and responsibility of Local Government;
- Supply and delivery of the required peripherals; and
- A record of accomplishment in supplying the hardware as specified in this document.

A complete portfolio including references should be included, demonstrating the ability to deliver the required products in a timely manner.

**SPECIFICATION**

The following list of items will be used as a benchmark for awarding the tender in terms of the Supply Chain Management Procurement Policy. An ad hoc selection of hardware and software items is used in the specification matrix. Items procured under this tender will not be limited to these items.

The quantity for each unit is one (single) in order to do comparative pricing.

Vendors are requested to quote on the items below, matching the specifications as stipulated. The make and model number of the items quoted on must be clearly stipulated. Failure to disclose this information will lead to disqualification of the bid. **Pricing must be inclusive of value added tax, delivery charges and any other relevant charges.**

NO	ITEM	DESCRIPTION	MAKE & MODEL	PRICE
2.1	43" Monitor (000000000000361464_EA)	<b>Screen Type:</b> UHD LED <b>Resolution:</b> 3840 x 2160 <b>Smart:</b> Yes <b>HDMI Inputs:</b> 3 <b>USB Inputs:</b> 2 <b>Wi-Fi Ready:</b> Yes <b>Wireless Lan Built In:</b> Yes <b>Bluetooth Technology:</b> Yes <b>Internet Ready:</b> Yes <b>Remote Included:</b> Yes 2 year guarantee		
2.2	Desktop computer (000000000000361403_EA)	Mini tower <b>Processor:</b> Core i5 8400 /(9M Cache, up to 4.0 GHz) <b>Memory:</b> 8 GB DDR4 <b>HDD:</b> 1TB 7200 rpm <b>Optical drive:</b> DVD-Writer <b>Graphics:</b> Intel HD <b>Ports:</b> USB <b>Connectivity:</b> Ethernet, wi-fi, Bluetooth <b>O/S:</b> Windows 10 Pro 64-bit Wired keyboard and mouse		
2.3	Laptop 1 (15/3580)	<b>Processor:</b> 8th Generation Intel® Core™ i3-8145U Processor (4MB Cache, up to 3.9 GHz) <b>Graphics:</b> Intel® UHD Graphics 620 with shared graphics memory <b>Display:</b> 15.6-inch HD (1366 x 768) Anti-Glare LED-Backlit Non-touch Display <b>Memory:</b> 4GB, 4Gx1, DDR4, 2400MHz <b>HDD:</b> 1T 5400 rpm 2.5" SATA Hard Drive <b>Ports:</b> 1 x SD Card Reader 1 x USB 2.0 1 x Optical Disk Drive (Available on select configurations) 1 x Wedge-shaped lock slot 1 x Power 1 x HDMI 1.4b 1 x RJ45 (Available on select configurations) 2 x USB 3.1 Gen 1 1 x Headphone & Microphone Audio Jack <b>Optical drive:</b> Built-in DVD-RW <b>Camera:</b> Integrated widescreen HD (720p) Webcam with Single Digital Microphone <b>Audio &amp; speakers:</b> 2 tuned speakers with Waves MaxxAudio® Pro 1 combo headphone / microphone jack <b>Wireless:</b> 802.11bgn 1x1 WiFi & BT 4.0 <b>O/S:</b> Windows 10 Pro 64 Bit		

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		<b>Accessories:</b> Laptop bag		
2.4	Laptop 2 (15/3580)	<p><b>Processor:</b> 8th Generation Intel® Core™ i7-8565U Processor (8MB Cache, up to 4.6 GHz)</p> <p><b>Graphics:</b> Intel® UHD Graphics 620 with shared graphics memory</p> <p><b>Display:</b> 15.6-inch FHD (1920 x 1080) Anti-Glare LED-Backlit Non-touch Display</p> <p><b>Memory:</b> 8GB, 4Gx2, DDR4, 2400MHz</p> <p><b>HDD:</b> 1T 7200 rpm 2.5" SATA Hard Drive</p> <p><b>Ports:</b>  1 x SD Card Reader  1 x USB 2.0  1 x Optical Disk Drive (Available on select configurations)  1 x Wedge-shaped lock slot  1 x Power  1 x HDMI 1.4b  1 x RJ45 (Available on select configurations)  2 x USB 3.1 Gen 1  1 x Headphone &amp; Microphone Audio Jack</p> <p><b>Optical drive:</b> Built-in DVD-RW</p> <p><b>Camera:</b> Integrated widescreen HD (720p) Webcam with Single Digital Microphone</p> <p><b>Audio &amp; speakers:</b>  2 tuned speakers with Waves MaxxAudio® Pro  1 combo headphone / microphone jack</p> <p><b>Wireless:</b> 802.11ac 1x1 WiFi &amp; BT 4.1</p> <p><b>O/S:</b> Windows 10 Pro 64 Bit</p> <p><b>Accessories:</b> Laptop bag</p>		
2.5	Laptop 3 (XPS/13)	<p><b>Processor:</b> 8th Generation Intel® Quad Core™ i5-8250U processor (6MB cache, up to 3.4GHz)</p> <p><b>Graphics:</b> Intel® UHD Graphics 620</p> <p><b>Display:</b> 13.3-inch FHD (1920 x 1080) Infinity Edge display, 100% sRGB</p> <p><b>Memory:</b> 4GB-8GB Dual Channel LPDDR3 SDRAM at 1866MHz</p> <p><b>HDD:</b> 256GB PCIe</p> <p><b>Ports:</b>  2x Thunderbolt™ 3 with Power Delivery &amp; DisplayPort (4 lanes of PCI Express Gen 3)  1x USB-C 3.1 with Power Delivery &amp; DisplayPort  1x headset jack</p> <p><b>Camera:</b> Widescreen HD (720p) webcam with 4 array digital microphones; Windows Hello compliant infrared camera</p> <p><b>Audio &amp; speakers:</b>  Stereo speakers professionally tuned with Waves MaxxAudio® Pro; 1W x 2 = 2W total  4 Digital Array Microphones; Far Field Cortana Capable</p>		

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		<p><b>Wireless:</b> Intel® 8265 802.11ac [2x2] for Vpro + Bluetooth 4.1 <b>O/S:</b> Windows 10 Pro 64 Bit <b>Accessories:</b> Laptop bag</p>		
2.6	Colour Multifunction printer (D9L19A)	<p><b>Device Type:</b> Multifunction printer <b>Printing Technology:</b> Ink-jet (colour) <b>Monthly Duty Cycle (max):</b> 30000 pages <b>Recommended Monthly Volume:</b> 250 - 2000 pages <b>Max Copying Speed:</b> Up to 37 ppm (mono) / up to 37 ppm (colour) <b>Max Copying Resolution:</b> Up to 600 dpi (mono) / up to 600 dpi (colour) <b>Max Printing Speed:</b> Up to 37 ppm (mono) / up to 37 ppm (colour) <b>Max Printing Resolution:</b> Up to 1200 x 1200 dpi (mono) / up to 4800 x 1200 dpi (colour) <b>Fax Resolutions:</b> 203 x 98 dpi, 203 x 196 dpi, 300 x 300 dpi, 200 x 200 dpi <b>Scanning:</b> 1200 x 1200 dpi <b>Display</b>4.3" <b>Document Feeder Capacity:</b> 50 sheets <b>Media Size:</b> 76.2 x 127 mm (min) - Legal (216 x 356 mm), A4 (210 x 297 mm) (max) <b>Media Type:</b> Plain paper, recycled paper, photo paper, thick paper, card stock, light-weight paper, glossy paper, matte paper <b>Standard Media Capacity:</b> 250 sheets <b>Max Media Capacity:</b> 500 sheets <b>Output Trays Capacity:</b> 150 sheets <b>Automatic Duplexing:</b> Yes (copying) Yes (printing) Yes (scanning) <b>Interface:</b> USB 2.0, LAN, Wi-Fi(n), USB host, NFC <b>Office Machine Features:</b> Print from USB flash drive, scan to e-mail, fax to e-mail, <b>Environmental Standards:</b> ENERGY STAR Qualified <b>Manufacturer Warranty:</b> 3 years warranty <b>Cable:</b> USB included</p>		
2.7	Colour Laser printer (J8A10A)	<p><b>Functions:</b> Print, copy, scan <b>Multitasking supported:</b> Yes <b>Print speed black:</b> Normal: Up to 47 ppm [1] <b>Print speed colour:</b> Normal: Up to 47 ppm [1] <b>Duty cycle (monthly, A4):</b> Up to 100,000 pages <b>Recommended monthly page volume:</b> 2,000 to 14,000 HP <b>Print technology:</b> Laser</p>		

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		<p><b>Print quality black (best):</b> Black: Up to 1200 x 1200 dpi Colour: Up to 1200 x 1200 dpi</p> <p><b>Display:</b> 20.3 cm (8.0 in) Colour Graphics Display (CGD) with touchscreen; Rotating (adjustable angle) display; Illuminated Home button (for quick return to the Home menu)</p> <p><b>Processor speed:</b> 1.2 GHz</p> <p><b>Automatic paper sensor:</b> Yes</p> <p><b>Connectivity:</b> 1 Hi-Speed Device USB 2.0; 2 Host USB (1 walk-up and 1 external accessible); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket HP Jetdirect 2900nw Print Server J8031A or similar</p> <p><b>Network ready:</b> Standard (built-in Gigabit Ethernet)</p> <p><b>Memory:</b> 1.5 GB (printer); 512 MB (scanner)</p> <p><b>Internal Storage:</b> Standard, minimum 320 GB HP High-Performance Secure Hard Disk (AES 256 hardware encryption or greater)</p> <p><b>Paper handling input:</b> 100-sheet multi-purpose tray, 550-sheet input tray 2, 150-sheet automatic document feeder</p> <p><b>Paper handling output:</b> 500-sheet output tray, two-sided printing</p> <p><b>Duplex printing:</b> Automatic (standard)</p> <p><b>Media sizes supported:</b> Tray 1: A4, A5, A6, RA4, B5, B6, 16k, 10 x 15 cm, Oficio, postcards (JIS single and double), envelopes (DL, C5, B5, C6); Tray 2: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 550-sheet trays 3, 4, 5: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 2,000-sheet high-capacity Tray 4: A4</p> <p><b>Media types:</b> Paper (plain, light, bond, recycled, mid-weight, heavy, mid-weight glossy, heavy glossy, extra heavy, extra heavy glossy, cardstock, card glossy), colour transparency, labels, letterhead, envelope, pre-printed, pre-punched, coloured, rough, opaque film, user-defined</p> <p><b>Scanner type:</b> Flatbed, ADF</p> <p><b>Duplex ADF scanning:</b> Yes</p> <p><b>Automatic document feeder capacity:</b> Standard, 150 sheets</p> <p><b>Digital sending standard features:</b> Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Send to SharePoint; Send to FTP; Send to Internet Fax; Local Address</p>		
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		Book; SMTP over SSL; Blank Page Removal; Edge Erase; Auto Colour Sense; Auto Crop To Content; Compact PDF <b>Copy speed (normal):</b> Black: Up to 47 cpm Colour: Up to 47 cpm [3] <b>Copy resolution (black text):</b> Up to 600 x 600 dpi <b>Copy resolution (colour text and graphics):</b> Up to 600 x 600 dpi <b>Energy efficiency:</b> ENERGY STAR®; EPEAT® Silver; CECP <b>Warranty:</b> 1 year <b>Cable:</b> USB included		
2.8	Wireless keyboard and mouse	Wireless wheel mouse with on/off switch		
2.9	2TB external hard drive	External HDD with power supply, carry bag and USB cables		
2.10	Universal laptop charger	Charger for laptop; input 100 – 240V~1.6A, 50/60Hz; output 19V, 3.42A		
2.11	MS Windows 10 Pro (64Bit)	Full version with additional business functionality		
2.12	MS Windows 10 Home	Full version		
2.13	MS Office Professional 2016 (1 PC)	Fully installed versions of Outlook, Publisher, Access, Word, Excel, PowerPoint, and OneNote		
2.14	MS Office Home & Business 2016 (1 PC)	Fully installed versions of Word, Excel, PowerPoint, and OneNote		
2.15	MS Project Standard	Standard edition project management software		
2.16	MS Visio Standard	Standard edition graphic diagram tool		
2.17	USB Keyboard	A standard full-sized 104-key USB keyboard. Compatible with any PC that supports USB.		
2.18	USB Mouse	Optical, 1000 DPI sensitivity, Two primary buttons, Clickable scroll wheel		
2.19	USB – C Hub	HDMI,VGA,(2) USB 2.0,USB-C power in		

## PRICING SCHEDULE

- 3.1. Prices are firm as per bidding documents;
- 3.2. The prevailing R/\$ exchange rate on the date of tender closure will be used as barometer for price-increase and decreases during the period of the contract;
- 3.3. The Sedibeng District Municipality reserves the right to routinely compare prices quoted for items delivered with the current market prices of other vendors;
- 3.4. Quantities will differ per item and will be requested on an ad hoc basis during the contract;
- 3.5. Requests for delivery might not be limited to the above stated items only, but the service provider may be required to deliver computer related equipment other than the items included in the list; and
- 3.6. During the duration of the contract, additional items may be added to the contract. New items will be quoted on, a market related benchmark will be performed and a recommendation will be made to the Supply Chain Department to include the item in the current contract.

*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/2/4-2019

## GUARANTEES

- 4.1. All products quoted on should carry a full original manufacturer's guarantee. **Please indicate your compliance with this item clearly.** Failure to comply with the guarantee specification will lead to disqualification of the bid and or contract;
- 4.2. The bidder warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and incorporates all recent improvements in design and materials. The bidder further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material are specifically required by the Sedibeng District Municipality's specifications);
- 4.3. The Sedibeng District Municipality shall promptly notify the bidder in writing of any claims arising under warranty of the product. The bidder shall bear the costs of any such claims, unless such claims arise as a result of any negligent act or omission on the part of the Sedibeng District Municipality; and
- 4.4. Upon receipt of such notice, the bidder shall, within 5 working days after notification, and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the Sedibeng District Municipality.

## DELIVERY

All delivery charges should be included in the price specified in the bid document.

All items to be delivered to:

**The Director Information Technology**  
 ICT Offices, Basement  
 Sedibeng District Municipality  
 Corner Beaconsfield and Leslie Avenues  
Vereeniging  
 1930

## DELIVERY TIME-FRAME

Upon the receipt of an official order from Sedibeng District Municipality, delivery of the required products should be **within 7 working days** from the issue of the order, to the office of the Director: Information Management at Sedibeng District Municipality.

In the event that delivery cannot take place within the specified period, the vendor is obliged to inform the Director: Information Technology in writing of the possible delay and on his discretion an extension will be granted or the order may be cancelled.

## PRICE FLUCTUATIONS

The prevailing R/\$ exchange rate on the date of tender closure will be used as barometer for price-fluctuation. Prices quoted will be reviewed on a year on year basis and will be compared with prices charged by registered vendors on our database.

## ADJUDICATION

It is anticipated that the tender amount will not exceed R 50,000,000.00; therefore, it is advertised for adjudication on an 80/20 preferential pointing system.

**Preference will be given to local based companies and to organizations that can submit a record of accomplishment in this field.**

Full compliance with the required information requested in the matrix is (section 9) is required to enable

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*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/2/4-2019

tenderers to score points during the technical evaluation process. Failure to do so will lead to a low score in this process and could possibly lead to the dismissal of the proposal before the price evaluation process starts.

The evaluation criteria will consist of three sections, namely technical evaluation, financial evaluation and equity evaluation. In order for a service provider to be scored in the financial and equity sections the proposal must at least score 70 points during the technical evaluation process.

<b>SCORING MATRIX</b>	
<b>Compliance with specification requirements of tender</b>	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor
<b>Contactable references</b> (to which similar products were supplied to)	<b>Rand value of competed projects</b>
5 points for 5 or more contactable references	5 points for over R500,000
4 points for 4 contactable references	4 points for over R400,000
3 points for 3 contactable references	3 points for over R300,000
2 points for 2 contactable references	2 points for over R200,000
1 point for less than 2 contactable references	1 point for less than R200,000
<b>Specify delivery time-frame (hours)</b>	5 = <24 Hours; 3 = >24 Hours; 1 = >72Hours
<b>Quality of proposal</b>	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor



TECHNICAL AREA(S)	POINTS	SCORE (1=Poor .. 5=Excellent)	Comments
Compliance with specification requirements of tender	70		
Contactable references as per scoring matrix	10		
Vendor Rand value of completed projects as per scoring matrix	10		
Delivery time of equipment	5		
Quality of the proposal: A detailed company profile where clear reference is made to the company's core business, relevant support staff, technical abilities and credentials. Is the presentation neat, readable and clear without obvious mistakes and inclusive of all the required information? Is the proposal innovative and creative and does the proposal possess a quality philosophy to achieve the desired outcome?	5		
Make and model of each item clearly stipulated	Yes / No		Automatic disqualification
Registered vendor with manufacturer (reseller letter)	Yes / No		Automatic disqualification
All products quoted carry a full original manufacturer's guarantee	Yes / No		Automatic disqualification
Delivery time-frame acceptance	Yes / No		Automatic disqualification

## SUBMISSION REQUIREMENTS

In submission of the proposal, service providers are required to include the following:

- 9.1. **Pricing schedule** as per items specified in section 2;
- 9.2. **Company/Consortium profile** with clear reference to the company's core business, relevant support staff within the company servicing technical delivery contracts and indicate if and for which companies your company is a registered redistributor and/or reseller;
- 9.3. **Evidence of years of experience in providing the required services** (relevant years of experience). Points are awarded in terms of this specification – please indicate this item clearly (years of experience must be applicable to the supply of printer cartridges);

9.4. **Evidence of completed contracts** (Rand value of contracts/orders/deliveries completed by the company in the last two years). Points are awarded in terms of the contract value of previous orders/bid successfully delivered – please indicate the contract values clearly;

9.5. List up to **five contactable references** of previous contracts in which **similar items** as requested in this tender was delivered. Contact numbers of references should be clearly stated; and

9.6. **Complete the matrix below as part of your submission**

ITEM		COMPLIANCE / PRICE
9.6.1	Formal quote/price schedule attached as per items stipulated in section 2 and the full make and model number is indicate for each item	Yes / No
9.6.2	Company profile attached	Yes / No
9.6.3	Years of experience	years
9.6.4	Rand value of completed contracts in the last two years	R
9.6.5	Registered vendor with manufacture (reseller letter)	Yes / No
9.6.6	Listed up to 5 contactable references	Yes / No
9.6.7	Locality of vendor (distance to Sedibeng District Municipality)	km
9.6.8	It is foreseen that deliveries, collection and exchanges in terms of this tender could minimally be 3 to 4 return trips per week to our offices. Kindly indicate your fee per collection/delivery on 200 trips / year.	R
9.6.9	All products quoted carry a full original manufacturer's guarantee	Yes / No
9.6.10	Delivery time-frame acceptance (7 working days from date of order)	Yes / No
9.6.11	Kindly indicate if you carry some of the items on-hand.	Yes / No
9.6.12	Kindly indicate if loan units will be made available to Sedibeng in the event of products under guarantee is returned as faulty/damaged etc. and indicate if there will be an associated cost.	Yes / No Cost R
9.9.13	Kindly indicate if you are prepared to offer discount should payment be made within 30 days of delivery.	%
9.6.14	Acceptance of special conditions of contract	Yes / No

Failure to complete the matrix in section 9 will lead to disqualification of the proposal during the verification process.

## **SPECIAL CONDITIONS OF CONTRACT**

- 10.1. Failure to complete the submission matrix will lead to disqualification of the proposal during the verification process;
- 10.2. All logistics must be catered for in the proposal;
- 10.3. Only true original manufactured parts will be accepted in terms of this contract;
- 10.4. Quantities will differ per item and will be requested on an ad hoc basis during the contract period;
- 10.5. Please indicate the make and model number of the product you are quoting on clearly to allow for verification. In the case of a build-up machine, please specify your components and specification to allow for verification. Failure to do this will lead to disqualification during the technical compliance evaluation;
- 10.6. The successful bidder will be responsible for repair and maintenance to computer equipment, printers and other peripherals based on a quotation basis;
- 10.7. Quantities will differ per item and will be requested on an ad hoc basis during the contract period;
- 10.8. Requests for delivery might not be limited to the above stated items only, but the successful bidder may be required to deliver computer related equipment other than the items included in the list above; and
- 10.9. Goods must be delivered within 7 working days after an official order was issued.

## **STANDARD CONDITIONS OF CONTRACT**

- 11.1. Quotations, which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- 11.2. Sedibeng District Municipality Procurement Policy will apply;
- 11.3. The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- 11.4. The Sedibeng District Municipality reserves the right to enter into a maintenance agreement with the appointed company;
- 11.5. All persons in the service of the state are not allowed to bid; and
- 11.6. 80/20 preferential pointing system will be used to evaluate the quotes.

**MBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number: **8/2/2/4-2019**

Closing Time: **12H00** Closing Date: **Thursday, 31 October 2019 @ 12H00**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

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ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY  
NO.

\*\***(ALL APPLICABLE TAXES INCLUDED)**

- Required by: .....
- At: .....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/Not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

**MBD 4**

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*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/2/4-2019

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 positioning 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, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholder 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. ....

<sup>1</sup>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.

<sup>2</sup> 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 director’s 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

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.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**MBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

**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
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.

- 1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/4-2019



- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or Bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of 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

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

- 1.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND

- 7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 20 points)

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in**

paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted? .....
- (ii) The name of the sub-contractor? .....
- (iii) The B-BBEE status level of the sub-contractor? .....
- (iv) Whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated .....  
Registered Account Number .....  
Stand Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audialteram’partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

DATE:.....

ADDRESS:.....

.....

.....

MBD 7.1

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

<b>WITNESSES</b>	
1	.....
2.	.....

*Description:* Tender for the supply and delivery of computer equipment, printers  
Municipality Information Technology Department. *Bid Number:* 8/2/2/4-2019

.....trict

NAME OF FIRM .....

DATE .....

**MBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....  
Accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....

## 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>audialterampartem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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"/>

*Description:* Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department. *Bid Number:* 8/2/4-2019



4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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**

Js367bW



## DEPARTMENT: SUPPLY CHAIN MANAGEMENT

Sedibeng District Municipality  
P.O. Box 471  
Vereeniging, 1930  
Republic of South Africa  
Tel: +27 16 450 3126  
Fax: +27 86 682 9892

Please provide at least 3 references

1. Name:.....  
Company:.....  
Position Held:.....  
Contact Number (s) work.....  
Mobile.....
2. Name:.....  
Company:.....  
Position Held:.....  
Contact Number (s) work.....  
Mobile.....
3. Name:.....  
Company:.....  
Position Held:.....  
Contact Number (s) work.....  
Mobile.....
4. Name:.....  
Company:.....  
Position Held:.....  
Contact Number (s) work.....  
Mobile.....
5. Name:.....  
Company:.....  
Position Held:.....  
Contact Number (s) work.....  
Mobile.....

**PLEASE NOTE THAT THIS IS COMPULSORY\*\*\***

<b>DESCRIPTION</b>	<b>YES (√)</b>	<b>NO (X)</b>
1. <b>All pages are completely filled and signed by the authorized person:</b>		
2. <b>Original valid Tax Clearance Certificate obtainable from any South African Revenue Services branch has been attached:</b>		
3. <b>Original BBEE Certificate</b>		
4. <b>Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached</b>		
5. <b>In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached</b>		
6. <b>The bidder has provided at least three contactable references</b>		
7. <b>Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached</b>		
8. <b>Central Supplier Database summary report.</b>		

## MBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.  
  
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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

MBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

**MBD 9**

1. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
2. 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.
3. 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.
4. 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.

<sup>3</sup> 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

Js9141w 4

**FORM OF OFFER AND ACCEPTANCE**

**OFFER**

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

**TENDER No: 8/2/2/4-2019**

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

**THE OFFERED PRICE IS R..... (INCLUSIVE OF VAT)**

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....  
.....

Name(s):.....  
.....

Capacity for the Tenderer:  
.....

Name and address of organization).....

Name and Signature of Witness:..... Date:.....



**ACCEPTANCE**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

.....

Name(s):

.....  
.....

Capacity for the Employer:

.....

(Name and address of organization).....

.....

Name and Signature of

Witness:.....

Date:.....

**CREDIT ORDER INSTRUCTION**

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

Name of Firm Account Holder

.....

Address:.....

.....

.....

Name of Bank: .....

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

.....

Initials and Surname

.....

Authorized Signature

Date:.....

**FOR BANK USE ONLY**

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....

**AUTHORISED SIGNATURE(S)**

**OFFICIAL DATE STAMP**