OPEN REQUEST FOR QUOTATION

NAME OF SERVICE PROVIDER: _____

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

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

DATE OF ISSUE	**12 November 2026**
CLOSING DATE	**20 November 2026**
CLOSING TIME	**10:30 am (Telkom time)**
RFQ NUMBER	**RFQ 74/2027FY/JPC**
DESCRIPTION OF GOODS/SERVICES	**RE-REQUEST FOR QUOTATIONS FROM SUITABLE SERVICE PROVIDERS TO PROVIDE ADMINISTRATION AND PAYROLL SERVICES FOR THE CITY OF JOBURG PROPERTY COMPANY SOC LTD EXPANDED PUBLIC WORKS PROGRAMME (EPWP) UNTIL 30 JUNE 2027**
DISQUALIFICATION CRITERIA	• Failure to attend compulsory briefing session • The Company must submit a minimum of two (02) reference letters to prove their experience in **HUMAN RESOURCE AND PAYROLL ADMINISTRATION AND MANAGEMENT.** The letter must strictly be from the clients where the delivery of services was rendered and must contain the following details: 1. address of the premises, 2. contact details, 3. be signed or stamped 4. type of services rendered, 5. period and 6. value of the project. Failure to submit the above will result in disqualification.
COMPLIANCE REQUIREMENTS	• Valid Tax Compliant Verification PIN issued by SARS. • Close Corporation- current copy of CK1 and/or CK2C • Certified copy or Original of entity's B-BBEE Certificate or original sworn affidavit • Up-to-date Municipal Account not older than three (3) months and not over three (3) months in arrears for the

	individual / Proof that acknowledgements/arrangements have been made to settle arrears / Valid lease agreement / Affidavit stating why an up-to-date municipal account cannot be submitted. • Up-to-date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Valid lease agreement / Affidavit stating why an up-to-date municipal account cannot be submitted • Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Valid lease agreement Affidavit stating why an up to date municipal account cannot be submitted • If the director does not own any property, at least a lease agreement or certified affidavit needs to be provided • In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV/Consortium agreement • Central Supplier Database registration (CSD) valid on RFQ closing date • Signature of the following documents and initial each page of the document. ➢ Declaration of interest in MBD 4 ➢ MBD 6.2: Local Content (If applicable) ➢ Declaration of the Bidder's Past Supply Chain Practices in MBD 8 ➢ Certificate of Independent Bid Determination in MBD 9 **NB: Failure to sign and submit the mandatory MBD forms (MBD 4, MBD 6.2, where applicable, MBD 8, and MBD 9) renders the bid non-responsive and results in disqualification**. ***If the entity or any of its Directors are listed on the National Treasury register of defaulters, the bid will be rejected.***
COMPULSORY SITE BRIEFING SESSION	**YES** **Date:** 17 November 2026 **Time:** 11:00am **Place:** Freedom Square Boardroom Forum I Block A, Braampark 33 Hoofd Street Braamfontein 2017

RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM	www.jhbproperty.co.za
SUBMISSION OF QUOTES	Forum I Block A, Braampark 33 Hoofd Street Braamfontein 2017 ***Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted***
ENQUIRIES	Quentin Moodley qmoodley@jhbproperty.co.za

QUOTATIONS ABOVE R30 000 WILL BE EVALUATED BASED ON THE 80/20 PREFERENCE POINT SYSTEM AS STIPULATED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (ACT NUMBER 5 OF 2000) & JPC'S SUPPLY CHAIN MANAGEMENT POLICIES AND PROCEDURES.

SCOPE OF WORK

The appointment of a specialised service provider is required to provide the following services from date of appointment until 30 June 2027:

1. Payroll Administration

The service provider will ensure the accurate and timely processing of monthly stipends, statutory deductions, payroll administration, and reporting for approximately 245 EPWP participants. Effective payroll administration is critical to maintaining programme credibility and ensuring that participants receive payments within prescribed timeframes.

2. Legislative and Regulatory Compliance

The administration of EPWP participants requires compliance with various legislative and statutory obligations, including but not limited to:

- Basic Conditions of Employment Act, 75 of 1997;
- Labour Relations Act, 66 of 1995;
- Employment Equity Act, 55 of 1998;
- Income Tax Act and PAYE requirements;
- Unemployment Insurance Fund (UIF) requirements;
- Compensation for Occupational Injuries and Diseases Act (COIDA); and
- Any other applicable labour, employment, taxation, and regulatory requirements.

The appointment of a specialist service provider will ensure continuous compliance with all legislative obligations and reporting requirements.

3. Efficient Human Resource Administration

The service provider will provide dedicated Human Resource administrative support, including:

- Maintenance of participant records;
- Contract administration and management;
- Leave administration;
- Attendance and timesheet management;
- Payroll reconciliations;
- Maintenance of participant databases;
- Human Resource reporting;

- Employee onboarding administration based on participant information provided by DED; and
- Other Human Resource-related administrative functions required for the effective management of EPWP participants.

4. Risk Mitigation

The appointment of an experienced service provider will mitigate operational risks associated with payroll inaccuracies, non-compliance with employment legislation, delayed stipend payments, poor record management, and inadequate reporting. It will further strengthen governance, accountability, and transparency in the administration of the EPWP programme.

5. Operational Efficiency

Outsourcing the Human Resource administration and payroll functions will enable JPC to focus on programme implementation, performance monitoring, and service delivery objectives while leveraging the expertise, systems, and resources of a specialist Human Resource and payroll service provider.

6. SCOPE OF SERVICES

The appointed service provider shall provide Human Resource Administration and Payroll Services for approximately 245 EPWP participants and shall include, but not be limited to, the following:

- Payroll processing and administration;
- Calculation and processing of participant stipends and statutory deductions;
- Generation and distribution of payslips;
- Leave administration and record management;
- Attendance and timesheet administration;
- Contract administration based on participant information received from DED;
- Maintenance of participant records and Human Resource databases;
- Submission of statutory returns where applicable;
- Monthly payroll reconciliations and reporting;
- Human Resource administrative support and advisory services;
- Provision of management reports as required by JPC; and
- Maintenance of confidentiality and secure management of participant information.

6.1 Payment and Funding Responsibility

The appointed service provider shall be responsible for advancing the required funds and making direct monthly stipend payments to all EPWP participants from its own resources.

The service provider shall:

- Process and administer monthly payroll;
- Pay all approved EPWP participants on the agreed payment dates;
- Generate and distribute participant payslips;
- Maintain payroll and participant records;
- Submit all supporting payroll documentation to JPC for verification.

JPC shall reimburse the service provider within fourteen (14) days of receipt of a valid invoice, together with all supporting payroll documentation, attendance registers, reconciliations and any other required supporting information, subject to verification and approval by JPC.

The appointed service provider shall therefore have sufficient financial capacity and cash flow to advance stipend payments for approximately 245 EPWP participants pending reimbursement by JPC.

6.2 Applicable EPWP Stipend Rates

The EPWP stipend allocation applicable to this contract shall be as follows:

- Number of EPWP Participants: **245**
- Daily Stipend Rate: **R350.00**
- Working Days per Month: **16**
- Monthly Stipend Cost: **R1,372,000.00**
- Contract Duration: **7 Months**
- Total Stipend Cost for Contract Period: **R9,604,000.00**

Calculation:

245 Participants × R350.00 per day × 16 working days

= **R1,372,000.00 per month**

R1,372,000.00 × 7 Months

= **R9,604,000.00**

Bidders are required to base their submissions on the above quantities and values.

7. STANDARDISED PRICING SCHEDULE

To ensure consistency and comparability of quotations, all bidders shall complete the following pricing schedule:

PRICING SCHEDULE

A. EPWP PARTICIPANT STIPENDS

Description	Quantity	Rate	Amount (R)
EPWP Participants	245	R350.00 per day × 16 days	R1,372,000.00 per month
Total Stipends for 7 Months	245 Participants	Fixed	**R9,604,000.00**

Subtotal A: EPWP Participant Stipends

R9,604,000.00

B. HUMAN RESOURCE ADMINISTRATION AND PAYROLL MANAGEMENT FEES

Description	Amount (R)
Human Resource Administration Fee	
Payroll Processing Fee	
Attendance Administration Fee	
Contract Management Fee	
Reporting and Compliance Management Fee	
Other Administrative Costs	
Total Administration and Payroll Fees	

C. STATUTORY COSTS (IF APPLICABLE)

Description	Amount (R)
Statutory Contributions	
UIF Administration Costs	
COIDA Administration Costs	
Other Applicable Statutory Costs	
Total Statutory Costs	

D. VAT

Description	Amount (R)
VAT (15%)	

TOTAL CONTRACT VALUE

Description	Amount (R)
Subtotal A: Participant Stipends	**R9,604,000.00**

Administration

Description	Amount (R)
Subtotal B: Administration and Payroll Fees	
Subtotal C: Statutory Costs	
VAT	
Grand Total Contract Value (7 Months) exclude stipend	

NB: Service Provider are expected to have financial resources required to ensure payment of monthly stipends to participants as per the Department of Economic Development (DED) stipulation.

The scope of services shall expressly exclude the recruitment and selection of EPWP participants. Recruitment and selection shall remain the sole responsibility of the Department of Economic Development (DED) in accordance with its mandate. **:** The estimated participant allocation is 245 participants. JPC reserves the right to increase or decrease participant numbers based on operational requirements and budget availability

CONDITIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.

2. All purchases will be made through an official order form. Therefore, no goods must be delivered, or services rendered before an official order has been forwarded to and accepted by the successful bidder.

3. To participate in JPC's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the Central Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. JPC is dealing only with the registered and accredited suppliers on its Database.

4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non-VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

8. ***JPC DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE-MENTIONED REQUIREMENTS

SIGNATURE_____

NAME_____

ADDITIONAL REQUIREMENTS

DECLARATION

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

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

SIGNATURE: _____

NAME: _____

CAPACITY: _____

DATE: _____

SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266

BIDDER NAME:	
ADDRESS:	
TEL:	
FAX:	
CSD NUMBER:	

REQUEST FOR QUOTATION	
RFQ NUMBER	**RFQ DATE**
RFQ 74/2027FY/JPC	**12 November 2026**
CONTACT PERSON	
NAME:	**Quentin Moodley**
Email:	qmoodley@jhbproperty.co.za

Submission Deadline: **20 November 2026**
Submission Time: **10:30 AM**

VALIDITY OF RFQ:
60 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please deposit all quotation in the RFQ box as stipulated in the cover page

Bids equal to or above R30 000 and up to R50 million will be evaluated on the basis of the 80/20 preference point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended.

EVALUATION CRITERIA

The bids will be evaluated on price and preferential goals specified on this RFQ

80/20 PREFERENCE POINT SYSTEMS

The following formula will be used to calculate the points out of 80 for price:

$Ps = 80\left(1 - \frac{Pt-Pmin}{P\,min}\right)$ Where Ps = Points scored for price of bid under consideration. Pt = Price of bid under consideration Pmin = Price of lowest acceptable bid **POINTS AWARDED FOR PRICE AND PREFERENTIAL GOALS** Points will be allocated as follows:	

PRICE	**80**	
PREFERENTIAL GOALS	**20**	
SPECIFIC GOALS	**DOCUMENTS REQUIRED**	**POINTS ALLOCATED**
Business owned by 51% or more – **Black People**	Central supplier database (CSD), Valid BBBEE Certificate/Affidavit Sworn under oath, certified ID copy of Director/s and shareholder's certificate.	**5**
Business owned by 51% or more – **Women**	Central supplier database (CSD), ID copy of Director/s of the business and Shareholder's certificate	**5**
Business owned by 51% or more – Black **Youth**	Central supplier database (CSD), Valid BBBEE Certificate/Affidavit Sworn under oath, certified ID copy of Director/s and shareholder's certificate.	**5**
Business owned by 51% or more – **Black People with Disabilities**	Central supplier database (CSD), ID copy of Director/s of the business and Shareholder's certificate	**0**

Business owned by 51% or more – **Black People who are Military Veterans**	Central supplier database (CSD), registration with military veteran's database (stamped, printout from military veteran's office showing the principal member with the ID number will be required), and Valid BBBEE Certificate/Affidavit Sworn under oath,	**0**
Cooperative which is at least 51% owned by Black People	Central supplier database (CSD), Valid BBBEE Certificate/Affidavit Sworn under oath, certified ID copy of Director/s and CIPS registration documents	**0**
SMMEs (An EME or QSE)	Central supplier database (CSD) report and BBBEE Certificate/Affidavit Sworn under oath	**5**
Enterprises located within the City of Johannesburg Metropolitan Municipality	Central supplier database (CSD) and proof of municipal account	**0**
Enterprises located in a specific region within the City of Johannesburg Metropolitan Municipality for work to be done or services to be rendered in that region	Central supplier database (CSD) and proof of municipal account/letter from the Ward Council confirming the business address	
Enterprises located in Townships	Central supplier database (CSD) and proof of municipal account/letter from the Ward Council confirming the business address	
Upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations	CSIR policy, list of organisations assisted in the current financial year and references/ acceptance letters from those organisations	
Subcontracting to business owned by designated groups (up to 30%)	Draft subcontracting agreement to the designated groups, and Valid BBBEE Certificate/Sworn affidavit of the subcontracted business	

The following documents will be required for the purposes of allocating preferential points:

1. Central supplier database (CSD) report and BBBEE Certificate/Affidavit Sworn under oath

2. Certified ID copy of Director/s

3. Proof of municipal accounts or letter from the Ward Council confirming the business address.

- **NB:** Non-submission of the aforementioned documents **will** result in a bidder allocated zero points for preferential goals.

PRICE SCHEDULE

PLEASE NOTE:

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ 74/2027FY/JPC

- **NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION**
- **PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED**

ITEM NO	DESCRIPTION	PRICE
1.	REQUEST FOR QUOTATIONS FROM SUITABLE SERVICE PROVIDERS TO PROVIDE ADMINISTRATION AND PAYROLL SERVICES FOR THE CITY OF JOBURG PROPERTY COMPANY SOC LTD EXPANDED PUBLIC WORKS PROGRAMME (EPWP) UNTIL 30 JUNE 2027 ***(NB: Please refer to Scope of the Procurement on page 4,5,6,7&8 for specific details)***	
Sub-Total		
Vat		
Total		

Conditions

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

SIGNATURE: _____

CAPACITY: _____

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

No.	Information	Please provide detail	
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[2]		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	*(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4*		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		

No.	Information	Please provide detail		
3.7.1	Name of director			
3.7.2	Service of state organisation			
3.8	Have you been in the service of the state for the past twelve months?		Yes	No
	If yes, please furnish particulars :			
3.8.1	Name of director			
3.8.2	Service of state organisation			
3.9	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
	If yes, please furnish particulars :			
3.9.1	Name of person in the service of state			
3.9.2	Relationship			
3.10	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
	If yes, please furnish particulars :			
3.10.1	Name of person in the service of state			
3.10.2	Relationship			
3.11	*Are any of the company's directors, trustees, managers,* principle shareholders or stakeholders in service of the state?		Yes	No
	If yes, please furnish particulars :			

No.	Information	Please provide detail		
3.11.1	Name of director			
3.11.2	Service of state organisation			
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?		Yes	No
	If yes, please furnish particulars:			
3.12.1	Name of director			
3.12.2	Name of relative			
3.12.3	Relationship			
3.13	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		Yes	No
	If yes, please furnish particulars:			
3.13.1	Name of director			
3.13.2	Related company			

No.	Information	Please provide detail
Note:	SCM Regulations: "[1]In the service of the state" means to be – a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; b) a member of the board of directors of any municipal entity; c) an official of any municipality or municipal entity; d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); e) a member of the accounting authority of any national or provincial public entity; or f) an employee of Parliament or a provincial legislature. "[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.	

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

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	**AUTHORISED SIGNATURE (UNDERSIGNED)**
DATE	**CAPACITY**

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT (IF APPLICABLE)

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. **General Conditions**

1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.

1.2. Regulation 9. (1) prescribes that in the case of designated sectors, wherein the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9. (3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \frac{x}{y} \times 100$$

Where:
x imported content
y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below, and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **"bid"** includes advertised competitive bids, written price quotations or proposals:

2.2. **"bid price" price offered by the bidder, excluding value added tax (VAT).**

2.3. **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **"designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **"duly sign"** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **"imported content"** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **"local content"** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **"stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **"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.

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
_____	_____%
_____	_____%
_____	_____%

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

4.1. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate (s) of exchange against the appropriate currency in the table below:

Currency Rates of exchange

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)
IN RESPECT OF BID No. .....
ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):
.....
NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
I, the undersigned, ……..... (full names), do hereby declare, in my capacity as …… ……..
of .....(name of bidder entity), the following:

a) The facts contained herein are within my own personal knowledge.
b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be Attached

d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.
e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE:_____ **DATE:** _____

WITNESS No. 1:_____ **DATE:** _____

WITNESS No. 2: _____ **DATE:** _____

MBD 8

DECLARATION OF BIDDERS 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:
   3.1. Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   3.2. been convicted for fraud or corruption during the past five years;
   3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page**	Yes	No
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.**	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	**AUTHORISED SIGNATURE (UNDERSIGNED)**
DATE	**CAPACITY**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This municipal bidding document (MBD) must form part of all bids[1] invited.

2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

3.1. take all reasonable steps to prevent such abuse;

3.2. 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

3.3. 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. To give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised 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 authorised 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 organisation, 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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

MBD 9

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

…… ……

Signature Date

…… ……

Position Name of Bidder

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by the City of Joburg Property Company SOC Ltd (hereinafter referred to as "JPC"), as required by the Protection of Personal Information Act.

The use of the words "the individual" for the purposes of this document shall be a reference to any person, with reference to the bidder and its directors/shareholders/personnel, communicating with JPC and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JPC may require relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JPC is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Metropolitan Municipality;
- reporting all contracts awarded to National Treasury;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communication in respect of the tender/quotation submitted;
- complying with the law; and/or
- for a purpose that is ancillary to the above.
- for the evaluation and adjudication of Quotations, Request for Proposals and Panel of service providers
- posting all awards for Request for Proposals and Panel on the JPC website

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JPC process personal information?

JPC will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual
- through the documents submitted with the tender/quotation;
- from service providers who provided services or goods to JPC;
- from JPC's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information), where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for.

In the event of another party/ies acquiring all of or a portion of JPC's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

In respect of Request for Proposals and Panel to the Bid Evaluation and Adjudication Committee members

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JPC to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JPC being unable to perform its functions and/or any services or benefits I may require from JPC.
- Where I shared personal information of individuals other than myself with JPC I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JPC not responsible and harmless in respect of any claims by any other person on whose behalf I have consented, against JPC should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which

may be related to police investigations, litigation or when personal information is publicly available.

- I will not hold JPC responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JPC with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JPC agrees to same in writing. JPC specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JPC Information Officer/SCM
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JPC so that our records may be updated. JPC will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that JPC may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
    - the information comes under legal privilege in the course of litigation,
    - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
    - giving access may cause a third party to refuse to provide similar information to JPC,
    - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
    - the information as it is disclosed may result in the disclosure of another person's information,
    - the information contains an opinion about another person and that person has not consented, and/or
    - the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

Please submit queries relating to the breach of personal information to the JPC's information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date**:**