

# Sedibeng District Municipality



## BID DOCUMENT

<b>Tender No.</b>	8/2/2/14-2023
<b>Closing Date and Time</b>	Monday, 11 March 2024@12H00
<b>Description</b>	Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D3610 Enclosures and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality
<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>	
<b>Central Supplier Database No.</b>	
*****SUBMIT TWO COPIES (02) MARKED CLEARLY:“ ORIGINAL” AND “COPY”	

1 Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D3610 Enclosures and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality

Bid no.:8/2/2/14-2023

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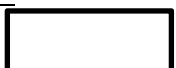


## CONDITIONS OF TENDER

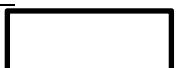
1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
  - a) Tender Form
  - b) Form of Offer
  - c) Declaration of interest
  - d) Certificate of independent Bid Determination
  - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
  - 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 Certified copy
  - 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.
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: 8/2/2/14-2024**

<b>DOCUMENT</b>	
INVITATION TO BID	<b>MBD 1</b>
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – PROFESSIONAL SERVICES	<b>MBD 3.3</b>
DECLARATION OF INTEREST	<b>MBD 4</b>
PREFERENCE POINTS CLAIM FORM	<b>MBD 6.1</b>
CONTRACT FORM – PURCHASE OF GOODS	<b>MBD 7</b>
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	<b>MBD 8</b>
CERTIFICATE OF INDEPENDENT BID DETERMINATION	<b>MBD 9</b>
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	



**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY</b>					
BID NUMBER:	8/2/2/14-2023	CLOSING DATE:	Monday, 11 March 2024	CLOSING TIME:	12:00AM
DESCRIPTION	<b>Appointment for the Supply and Installation of an HPE Storeever MSL 2024 TAPE Library 2 x HPE D3610 Enclosures and HPE Proliant DL 360 GEN 10 Server to SDM</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

**MUNICIPAL BUILDING  
GROUND FLOOR  
CORNER BEACONSFIELD AND LESLIE  
VEREENIGING**

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CSD REPORT ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B-BBEE STATUS [TICK APPLICABLE BOX]					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>OR,</b>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**

Yes [IF YES ENCLOSE PROOF]  No

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

Yes [IF YES, ANSWER PART B:3 ]  No

Initial here

<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	Corporate Services
CONTACT PERSON	Madikgomo Ramonana	CONTACT PERSON	Mr. Naeem Monga Mr. Cedric Phokane
TELEPHONE NUMBER	066 472 7253	TELEPHONE NUMBER	083 371 1299 073 537 7866
E-MAIL ADDRESS	<a href="mailto:madikgomor@sedibeng.gov.za">madikgomor@sedibeng.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:naeemm@sedibeng.gov.za">naeemm@sedibeng.gov.za</a> <a href="mailto:cedricp@sedibeng.gov.za">cedricp@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  N/A
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                       YES  NO  N/A
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?       YES  NO  N/A
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?               YES  NO  N/A
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?               YES  NO  N/A

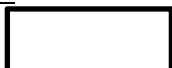
**If the answer is “NO” to all the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.**

**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: .....

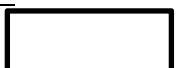
CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE:.....



**MBD1-A  
ATTACH SARS  
TAX CLEARANCE PIN  
HERE**

(NB: Failure to attach a current SARS PIN may result in your bid being non-responsive)





MIBD2:  
DISCONTINUED  
MIFMA CIRCULAR  
NO.90





**Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D3610 Enclosures and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality**  
**BID NO: 8/2/2/14-2023**

Sedibeng District Municipality is requesting bidders to submit tenders for the supply and installation of a backup server solution to the Sedibeng District Municipality. The solution will form part of the current ICT infrastructure and needs to seamlessly integrate with the current infrastructure, software and applications in use. This contract will not be exclusive and will not bind the council to a sole supplier for the term.

1. 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 hardware; and
- A record of accomplishment in supplying the services as specified in this document.

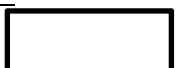
A complete portfolio including references should be included, demonstrating the ability to deliver, maintain and support the required products in a timely manner.

2. BACKGROUND

The Sedibeng District Council currently operates a majority Hewlett Packard Enterprise brand datacentre. The hardware currently being utilized for the backup systems have reached end of life. This includes both the physical server as well as the tape library.

The Sedibeng District Council intends to replace this hardware with a system that can provide a disk to disk and disk to tape backup capability. At the same time, it requires a system that would incorporate the average growth of the organization and be able to support storage capacity throughout the unit's lifecycle.

The Sedibeng District Council recognises Hewlett Packard Enterprise equipment as a reliable and trustworthy brand that has proven performance and will allow seamless integration into the existing computing environment. Aligning new hardware with the current infrastructure will ensure unified compatibility and highest performance availability within our datacentre.



The backup application Sep Sesam remains the preferred choice of the Sedibeng District Council and an existing active license agreement is in place.

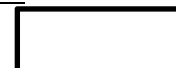
### 3. SPECIFICATION

The following list of items will be used as a benchmark for awarding the tender in terms of the Supply Chain Management Procurement Policy.

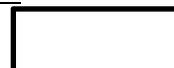
The quantity for each unit is stipulated in order to do comparative pricing.

Vendors are requested to quote on the items below, matching the specifications as specified.

Part Number	Description	Qty
<b>Sedibeng District Municipality Server And Tape Library</b>		
Main Server		
P28947-B21	<b>HPE ProLiant DL360 Gen10 Plus 4LFF NC CTO Server</b>	1
P28947-B21 B19	HPE ProLiant DL360 Gen10 Plus 4LFF NC CTO Server	1
P36920-B21	Intel Xeon-Silver 4309Y 2.8GHz 8-core 105 Processer for HPE	2
P36920-B21 0D1	Factory Integrated	2
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart - Memory Kit Memory Kit	2
P06033-B21 0D1	Factory Integrated	2
861686-B21	HPE 1TB SATA 6G Business Critical 7.2K LFF LP 1-year Warranty Multi Vendor HDD	3
861686-B21 0D1	Factory Integrated	3
P26471-B21	HPE ProLiant DL36X Gen10 Plus Low Profile Riser Kit	1
P26471-B21 0D1	Factory Integrated	1
804398-B21	HPE Smart Array E208e-p SR Gen10 (8 External Lanes/No Cache) 12G SAS PCIe Plug-in Controller	1
804398-B21 0D1	Factory Integrated	1
804405-B21	HPE Smart Array P408e-p SR Gen10 (8 External Lanes/4GB Cache) 12G SAS PCIe Plug-in Controller	1
804405-B21 0D1	Factory Integrated	1
P06367-B21	HPE MR416i-p Gen10 Plus x16 Lanes 4GB Cache NVMe/SAS 12G Controller	1
P06367-B21 0D1	Factory Integrated	1
P01366-B21	HPE 96W Smart Storage Lithium-ion Battery with 145mm Cable Kit	1
P01366-B21 0D1	Factory Integrated	1
P08449-B21	Intel I350-T4 Ethernet 1Gb 4-port BASE-T OCP3 Adapter for HPE	1
P08449-B21 0D1	Factory Integrated	1
P37861-B21	HPE ProLiant DL36X Gen10 Plus Standard Fan Kit	1



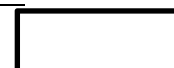
P37861-B21 0D1	Factory Integrated	1
P38995-B21	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	2
P38995-B21 0D1	Factory Integrated	2
P46005-B21	Microsoft Windows Server 2022 16-core Standard FIO Not Pre-installed en/fr/it/de/es/nl/pt SW	1
P55885-B21	HPE ProLiant DL360 Gen10 Plus 4LFF SAS/SATA Tri-Mode Cable Kit	1
P55885-B21 0D1	Factory Integrated	1
P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	1
P13771-B21 0D1	Factory Integrated	1
P14604-B21	HPE Gen10 Plus Chassis Intrusion Detection Kit	1
P14604-B21 0D1	Factory Integrated	1
P07818-B21	HPE DDR4 DIMM Blank Kit	1
P07818-B21 0D1	Factory Integrated	1
P26487-B21	HPE ProLiant DL300 Gen10 Plus 1U LFF Easy Install Rail Kit	1
P26487-B21 0D1	Factory Integrated	1
P37863-B21	HPE ProLiant DL360 Gen10 Plus Standard Heat Sink Kit	2
P37863-B21 0D1	Factory Integrated	2
E6U64ABE	HPE iLO Advanced Electronic License with 3yr Support on iLO Licensed Features	1
HA113A1	HPE Installation SVC	1
HA113A1 5A0	HPE Entry 300 Series Install Service	1
HU4A6A3	HPE 3Y Tech Care Essential Service	1
HU4A6A3 ZT0	HPE Std-16C ROK/FIO Support	1
HU4A6A3 ZSA	HPE ProLiant DL360 Gen10+ Support	1
<b>Tape Library</b>	<b>HPE StoreEver MSL2024 0-drive Tape Library</b>	
AK379A	HPE StoreEver MSL2024 0-drive Tape Library	1
R6Q75A	HPE StoreEver MSL LTO-9 Ultrium 45000 SAS Drive Upgrade Kit	1
716199-B21	HPE External 4.0m (13ft) Mini-SAS HD 4x to Mini-SAS HD 4x Cable	1
C7978A	HPE Ultrium Universal Cleaning Cartridge	1
Q2017A	HPE LTO-9 Ultrium RW Bar Code Label Pack	1
Q2079A	HPE LTO-9 Ultrium 45TB RW Data Cartridge	30
Q2079AN	HPE LTO-9 Ultrium 45TB RW Non Custom Labeled 20 Data Cartridges with Cases	2
HA113A1	HPE Installation SVC	1
HA113A1 5DS	HPE StoreEver MSL 2024/4048 Install SVC	1
HU4A6A3	HPE 3Y Tech Care Essential Service	1
HU4A6A3 80N	HPE MSL2024 Library Support	1



Storage Unit 1	<b>HPE D3610 Enclosure</b>	
Q1J09B	HPE D3610 Enclosure	1
819201-K21	HPE 8TB SAS 12G Business Critical 7.2K LFF SC 1-year Warranty 512e Multi Vendor HDD	10
819201-K21 0D1	Factory Integrated	10
716191-B21	HPE 2.0m External Mini SAS High Density to Mini SAS Cable	2
HA113A1	HPE Installation SVC	1
HA113A1 564	HPE Install MSA D3000 DriveEncl Service	1
HU4A6A3	HPE 3Y Tech Care Essential Service	1
HU4A6A3 14C	HPE D2000 Disk Enclosure Support	1
Storage Unit 2	<b>HPE D3610 Enclosure</b>	
Q1J09B	HPE D3610 Enclosure	1
819201-K21	HPE 8TB SAS 12G Business Critical 7.2K LFF SC 1-year Warranty 512e Multi Vendor HDD	10
819201-K21 0D1	Factory Integrated	10
716191-B21	HPE 2.0m External Mini SAS High Density to Mini SAS Cable	2
HA113A1	HPE Installation SVC	1
HA113A1 564	HPE Install MSA D3000 DriveEncl Service	1
HU4A6A3	HPE 3Y Tech Care Essential Service	1
HU4A6A3 14C	HPE D2000 Disk Enclosure Support	1

	<b>Installation Services</b>	
SERVICES	Installation Of MSL2024. Proliant DL360 Gen10 Server and 2 x D3610 Storage enclosures	1
	<b>In Scope</b>	
	Rack, Stack, Power up on 1 x HPE Proliant DL360 Gen10 Plus 4LFF CTO Server	
	Rack, Stack, Power up, update firmware on 1 x MSL2024 Tape	
	Connect and Configure MSL2024 tape library	
	Rack, Stack, Power up, update firmware on 1 x ML110 Server	
	Rack, Stack, Power up, update firmware on 1 x D3610 Storage	
	Connect and Configure 1 x D3610 Storage to Proliant DL360 Gen10 Server	
	Resource coordination	
	Handover to Sedibeng Staff	

All products quoted on shall be new, complete, in good condition, be unused and should comply with the specified requirements.



#### 4. PRICING SCHEDULE AND ADDITION REQUIREMENTS

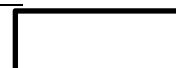
- 4.1. Prices are firm as per bidding documents;
- 4.2. The Sedibeng District Municipality reserves the right to routinely compare prices quoted for items delivered with the current market prices of other vendors;
- 4.3. Requests for delivery might not be limited to the above stated items only, but the appointed service provider may be required to deliver additional required items other than the items included in the list;
- 4.4. A full service level agreement must be included in the pricing; and
- 4.5. Acceptance of these requirements are mandatory, no variation will be tolerated nor accepted and would lead to the immediately cancellation of the contract.

#### 5. GUARANTEES

- 5.1. 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;
- 5.2. 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);
- 5.3. 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
- 5.4. Upon receipt of such notice, the bidder shall, within five (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.

#### 6. DELIVERY

- 6.1. All delivery charges should be included in the price specified in the bid document;
- 6.2. Installation and setup of hardware should be included in the price specified in the bid document; and
- 6.3. Delivery, installation and setup will be at the usage site.



## 7. DELIVERY TIME-FRAME

- 7.1. Upon the receipt of an official order from Sedibeng District Municipality, delivery and installation of the required products should be within 30 days from the issue of the order.
- 7.2. Repairs orders will be issued via either an official order or an emergency order – depending on the importance of the connection and repairs should be affected within eight (8) working hours to ensure continuance of service delivery to end users.
- 7.3. 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.

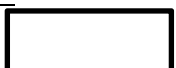
## 8. ADJUDICATION

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

## 9. Minimum Requirements

- 9.1. Up to date utilities account e.g. Municipal Rates & Taxes account or A Valid Lease Agreement  
(Please note that if the Water and Lights statement is not in the company's name, kindly submit a lease agreement between the company and the landlord)
- 9.2. Registered on Central Database (CSD)
- 9.3. Tax compliant status document / Tax compliance status pin (to enable the municipality to verify the bidders tax compliance status)



<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 R300,000
4 points for 4 contactable references	4 points for over R200,000
3 points for 3 contactable references	3 points for over R100,000
2 points for 2 contactable references	2 points for over R50,000
1 point for less than 2 contactable references	1 point for less than R50,000
<b>Quality of proposal</b>	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor

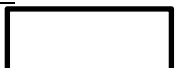
<b>TECHNICAL AREA(S)</b>	<b>POINTS</b>	<b>SCORE</b> (1=Poor .. 5=Excellent)	<b>Comments</b>
Compliance with specification requirements of tender	70		
Contactable references as per scoring matrix	10		
Vendor Rand value of completed projects as per scoring matrix	10		
Quality of the proposal: A detailed 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?	10		

### **BID EVALUATION**

The bid will be based on Point System 80:20 point system.

<b>1<sup>ST</sup> STAGE</b>	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

<b>2<sup>nd</sup> stage</b>		<b>POINTS</b>
<b>PRICE</b>		80
<b>SPECIFIC GOALS</b>		20
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	





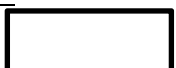
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
<b>Total points for Price and SPECIFIC GOALS</b>		<b>100</b>

## 10. SUBMISSION REQUIREMENTS

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

- 10.1. **Pricing schedule** as per items specified in section 3 - SPECIFICATION;
- 10.2. **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;
- 10.3. **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);
- 10.4. **Evidence of completed contracts** (Rand value of relevant 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;
- 10.5. 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
- 10.6. **Complete the matrix below as part of your submission**

ITEM		COMPLIANCE / PRICE
10.6.1	Formal quote/price schedule attached as per items stipulated in section 3 and the full make and model number is indicate for each item	Yes / No
10.6.2	Company profile attached	Yes / No
10.6.3	Years of experience	years



10.6.4	Rand value of completed contracts in the last two years	R
10.6.5	Listed up to 5 contactable references	Yes / No
10.6.6	All products quoted carry a full original manufacturer's guarantee	Yes / No
10.6.7	Kindly indicate if you are prepared to offer discount should payment be made within 30 days of delivery	%

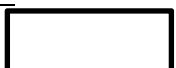
**Failure to complete the matrix in Section 10 will lead to disqualification of the proposal during the verification process.**

#### 11. SPECIAL CONDITIONS OF CONTRACT

- 11.1. Failure to complete the submission matrix will lead to disqualification of the proposal during the verification process;
- 11.2. All logistics must be catered for in the proposal;
- 11.3. Please indicate the make and model number of the product you are quoting on clearly to allow for verification. Failure to do this will lead to disqualification during the technical compliance evaluation;
- 11.4. Requests for delivery might not be limited to the above stated items only, but the successful bidder may be required to deliver equipment other than the items included in the list above; and
- 11.5. Goods must be delivered within the specified time-frame after an official order was issued.

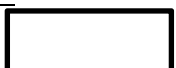
#### 12. STANDARD CONDITIONS OF CONTRACT

- 12.1. Quotations, which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- 12.2. Sedibeng District Municipality Procurement Policy will apply;
- 12.3. 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;
- 12.4. The Sedibeng District Municipality reserves the right to enter into a maintenance agreement with the appointed company;
- 12.5. All persons in the service of the state are not allowed to bid; and
- 12.6. 80/20 preferential pointing system will be used to evaluate the quotes.



**13. CONTACT DETAILS:**

<b>Contact Person:</b>	
<b><u>Technical Enquiries</u></b>	Mr. Naeem Monga Tel: 083 371 1299 <a href="mailto:naeemm@sedibeng.gov.za">naeemm@sedibeng.gov.za</a>  Mr. Cedric Phokane Tel: 073 537 7866 <a href="mailto:cedricp@sedibeng.gov.za">cedricp@sedibeng.gov.za</a>
<b><u>Supply Chain Enquiries</u></b>	Ms. Madikgomo Ramonana Tel:066 472 7253 <a href="mailto:madikgomor@sedibeng.gov.za">madikgomor@sedibeng.gov.za</a>



**TECHNICAL EVALUATION COMMITTEE VENDOR SHEET: BID NUMBER 8/2/2/14-2023 TENDER FOR SUPPLY AND INSTALLATION OF BACKUP SOLUTION**

<b>PANEL MEMBER</b>		
<b>NAME OF BIDDER</b>		
<b>ITEM</b>	<b>COMPLIANCE / PRICE</b>	
1.1	Formal quote/price schedule attached as per items stipulated in section 2	Yes / No
1.2	Company profile attached	Yes / No
1.3	Years of experience	years
1.4	Rand value of completed contracts in the last two years	R
1.5	Listed up to 5 contactable references	Yes / No
1.6	All products quoted carry a full original manufacturer's guarantee	Yes / No
	<b>Comments:</b>	
_____ <b>Signature of Panel Member</b>		_____ <b>Date</b>

**TECHNICAL EVALUATION COMMITTEE VENDOR SCORE SHEET: BID NUMBER 8/2/2/14-2023 TENDER FOR SUPPLY AND INSTALLATION OF BACKUP SOLUTION**

*Values: 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent*

PANEL MEMBER				
NAME OF BIDDER				
TECHNICAL AREA(S)	WEIGHTS	VALUES	SCORES	COMMENTS
Compliance with specification requirements of tender	70			
Contactable references as per scoring matrix <i>5 points for 5 or more contactable references 4 points for 4, 3 points for 3, 2 points for 2, and 1 point for less than 2 contactable references</i>	10			
Vendor Rand value of completed projects as per scoring matrix <i>5 points for over R300,000, 4 points for over R200,000 3 points for over R100,000, 2 points for over R50,000 1 point for less than R50,000</i>	10			
Quality of proposal	10			
<b>TOTAL</b>	<b>100</b>			
<p><b>Total scored by the bidder on functionality:</b> _____ <b>x 100/500 =</b> _____</p>				
<p>_____ <b>Signature of Panel Member</b></p>			<p>_____ <b>Date</b></p>	



**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: <b>8/2/2/14-2023</b>
Closing Time: <b>12H00</b> Closing Date: <b>Monday, 11 March 2024</b>	
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.	

Part Number	Description	Qty	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
<b>Sedibeng District Municipality Server And</b>				
<b>Main Server</b>				
P28947-B21	<b>HPE Proliant DL360 Gen10 Plus 4LFF NC</b>			
P28947-B21 B19	HPE Proliant DL360 Gen10 Plus 4LFF NC CTO	1		
P36920-B21	Intel Xeon-Silver 4309Y 2.8GHz 8-core 105 Processer for HPE	2		
P36920-B21 0D1	Factory Integrated	2		
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart - Memory Kit	2		
P06033-B21 0D1	Factory Integrated	2		
861686-B21	HPE 1TB SATA 6G Business Critical 7.2K LFF LP 1-year Warranty Multi Vendor HDD	3		
861686-B21 0D1	Factory Integrated	3		
P26471-B21	HPE ProLiant DL36X Gen10 Plus Low Profile	1		
P26471-B21 0D1	Factory Integrated	1		
804398-B21	HPE Smart Array E208e-p SR Gen10 (8 External Lanes/No Cache) 12G SAS PCIe Plug-in	1		
804398-B21 0D1	Factory Integrated	1		
804405-B21	HPE Smart Array P408e-p SR Gen10 (8 External Lanes/4GB Cache) 12G SAS PCIe Plug-in	1		
804405-B21 0D1	Factory Integrated	1		

22 Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D36 and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality  
 Bid no.:8/2/2/14-2023

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P06367-B21	HPE MR416i-p Gen10 Plus x16 Lanes 4GB Cache NVMe/SAS 12G Controller	1		
P06367-B21 0D1	Factory Integrated	1		
P01366-B21	HPE 96W Smart Storage Lithium-ion Battery with 145mm Cable Kit	1		
P01366-B21 0D1	Factory Integrated	1		
P08449-B21	Intel I350-T4 Ethernet 1Gb 4-port BASE-T OCP3 Adapter for HPE	1		
P08449-B21 0D1	Factory Integrated	1		
P37861-B21	HPE ProLiant DL36X Gen10 Plus Standard Fan	1		
P37861-B21 0D1	Factory Integrated	1		
P38995-B21	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	2		
P38995-B21 0D1	Factory Integrated	2		
P46005-B21	Microsoft Windows Server 2022 16-core Standard FIO Not Pre-installed en/fr/it/de/es/nl/pt SW	1		
P55885-B21	HPE ProLiant DL360 Gen10 Plus 4LFF SAS/SATA Tri-Mode Cable Kit	1		
P55885-B21 0D1	Factory Integrated	1		
P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus	1		
P13771-B21 0D1	Factory Integrated	1		
P14604-B21	HPE Gen10 Plus Chassis Intrusion Detection Kit	1		
P14604-B21 0D1	Factory Integrated	1		
P07818-B21	HPE DDR4 DIMM Blank Kit	1		
P07818-B21 0D1	Factory Integrated	1		
P26487-B21	HPE ProLiant DL300 Gen10 Plus 1U LFF Easy	1		
P26487-B21 0D1	Factory Integrated	1		
P37863-B21	HPE ProLiant DL360 Gen10 Plus Standard Heat	2		
P37863-B21 0D1	Factory Integrated	2		
E6U64ABE	HPE iLO Advanced Electronic License with 3yr Support on iLO Licensed Features	1		
HA113A1	HPE Installation SVC	1		
HA113A1 5A0	HPE Entry 300 Series Install Service	1		
HU4A6A3	HPE 3Y Tech Care Essential Service	1		
HU4A6A3 ZT0	HPE Std-16C ROK/FIO Support	1		
HU4A6A3 ZSA	HPE ProLiant DL360 Gen10+ Support	1		
<b>Tape Library</b>	<b>HPE StoreEver MSL2024 0-drive Tape</b>			
AK379A	HPE StoreEver MSL2024 0-drive Tape Library	1		
R6Q75A	HPE StoreEver MSL LTO-9 Ultrium 45000 SAS Drive Upgrade Kit	1		
716199-B21	HPE External 4.0m (13ft) Mini-SAS HD 4x to Mini-SAS HD 4x Cable	1		
C7978A	HPE Ultrium Universal Cleaning Cartridge	1		
Q2017A	HPE LTO-9 Ultrium RW Bar Code Label Pack	1		

23 Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D36 and HPE ProLiant DL360 GEN 10 Server to Sedibeng District Municipality  
 Bid no.:8/2/14-2023

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Q2079A	HPE LTO-9 Ultrium 45TB RW Data Cartridge	30		
Q2079AN	HPE LTO-9 Ultrium 45TB RW Non Custom Labeled 20 Data Cartridges with Cases	2		
HA113A1	HPE Installation SVC	1		
HA113A1 5DS	HPE StoreEver MSL 2024/4048 Install SVC	1		
HU4A6A3	HPE 3Y Tech Care Essential Service	1		
HU4A6A3 80N	HPE MSL2024 Library Support	1		
Storage Unit 1	<b>HPE D3610 Enclosure</b>			
Q1J09B	HPE D3610 Enclosure	1		
819201-K21	HPE 8TB SAS 12G Business Critical 7.2K LFF SC 1-year Warranty 512e Multi Vendor HDD	10		
819201-K21 0D1	Factory Integrated	10		
716191-B21	HPE 2.0m External Mini SAS High Density to	2		
HA113A1	HPE Installation SVC	1		
HA113A1 564	HPE Install MSA D3000 DriveEncl Service	1		
HU4A6A3	HPE 3Y Tech Care Essential Service	1		
HU4A6A3 14C	HPE D2000 Disk Enclosure Support	1		
Storage Unit 2	<b>HPE D3610 Enclosure</b>			
Q1J09B	HPE D3610 Enclosure	1		
819201-K21	HPE 8TB SAS 12G Business Critical 7.2K LFF SC 1-year Warranty 512e Multi Vendor HDD	10		
819201-K21 0D1	Factory Integrated	10		
716191-B21	HPE 2.0m External Mini SAS High Density to Mini SAS Cable	2		
HA113A1	HPE Installation SVC	1		
HA113A1 564	HPE Install MSA D3000 DriveEncl Service	1		
HU4A6A3	HPE 3Y Tech Care Essential Service	1		
HU4A6A3 14C	HPE D2000 Disk Enclosure Support	1		

	DESCRIPTION	QTY	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
	<b>Installation Services</b>		
SERVICES	Installation Of MSL2024. Proliant DL360 Gen10 Server and 2 x D3610 Storage enclosures	1	
	<b>In Scope</b>		

24 Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D3610 and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality

Bid no.:8/2/2/14-2023

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	Rack, Stack, Power up on 1 x HPE Proliant DL360 Gen10 Plus 4LFF CTO Server		
	Rack, Stack, Power up, update firmware on 1 x MSL2024		
	Connect and Configure MSL2024 tape library		
	Rack, Stack, Power up, update firmware on 1 x ML110		
	Rack, Stack, Power up, update firmware on 1 x D3610		
	Connect and Configure 1 x D3610 Storage to Proliant DL360 Gen10 Server		
	Resource coordination		
	Handover to Sedibeng Staff		

- Required by: The Director Information Technology
  - At: ICT Offices, Basement Floor  
Sedibeng District Municipality  
Corner Beaconsfield and Leslie Avenues  
Vereeniging
  - 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.

\*Delete if not applicable

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



DECLARATION OF INTEREST

- 2. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 3. 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.
- 4. **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, hareholder<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?

<b>Please ✓ one option:</b>			
<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

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?

<b>Please ✓ one option:</b>			
<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars.....  
.....

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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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

3.14.1 If yes, furnish particulars:

.....



3.15 Please provide full details of directors / trustees / members / shareholders.  
**\*\* THIS IS COMPULSORY\*\***

<b>Full Name</b> <b>(KINDLY PROVIDE DETAILS OF</b> <b><u>ALL</u> DIRECTORS / TRUSTEES /</b> <b>MEMBERS / SHAREHOLDERS )</b>	<b>Identity Number</b> <b>(KINDLY PROVIDE DETAILS OF</b> <b><u>ALL</u> DIRECTORS / TRUSTEES /</b> <b>MEMBERS / SHAREHOLDERS )</b>	<b>State Employee Number</b> <b>(ONLY IF APPLICABLE)</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

Initial here



MBD 4-A  
ATTACH COMPANY  
REGISTRATION DOCUMENTS  
HERE

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

<b>80/20</b>	or	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

<b>80/20</b>	or	<b>90/10</b>
$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

31 Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D36 and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality

Bid no.:8/2/14-2023

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- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the <u>tenderer</u> )
Youth-owned  <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned  <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality  <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned  <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned  <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	

NB: For the Tenderer to complete

Initial here



**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

Initial here

**MBD 6-A**  
**ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT**  
**HERE**

Initial here

## 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) SEDIBENG DISTRICT MUNICIPALITY in accordance with the requirements and specifications stipulated in bid number 8/2/2/14-2023 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 2022;
    - 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 .....

NAME OF FIRM .....

DATE .....

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

Initial here



**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.

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

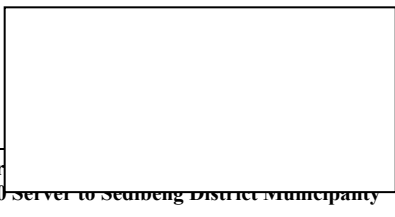
4. I confirm that I am duly authorized to sign this contract.

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES	
1.	.....
2.	.....
DATE.....	

Initial here



## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).  <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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
37	Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever MSL 2024 Tape Library 2 x HPE D36 and HPE Proliant DL360 GEN 10 Server to Sedibeng District Municipality		

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

Initial here





**DEPARTMENT: SUPPLY CHAIN  
MANAGEMENT**

Sedibeng District Municipality  
P.O. Box 471  
Vereeniging, 1930  
Republic of South Africa  
Tel: +27 16 450 3110  
Fax: +27 86 682 9892

**PLEASE NOTE THAT THIS IS COMPULSORY  
FAILURE TO PROVIDE AT LEAST 3 CONTACTEABLE REFERENCES MAY RENDER YOUR  
SUBMISSION AS NON-RESPONSIVE**

**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:**.....



**CLEARANCE CERTIFICATE FOR WATER & LIGHTS**

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder, or any of its directors, 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, or any of its directors, 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 confirm 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!**

\_\_\_\_\_





MBD 8-A  
ATTACH UTILITIES ACCOUNT OF  
BIDDING COMPANY  
HERE

Initial here

MBD 8-B  
ATTACH UTILITIES ACCOUNT OF  
ALL DIRECTORS / OWNERS  
HERE

Initial here

MBD 8-C  
ATTACH ADDITIONAL  
LETTERS OF REFERENCE  
(IF APPLICABLE)  
HERE

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. 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		
8. Central Supplier Database summary report.		
9. Submitted 2 copies		



**ATTACH CENTAL SUPPLIER DATABASE REGISTRATION  
HERE**

Initial here

**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.

Initial here



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

Appointment of a suitable service provider for the Supply and Installation of AN HPE Storeever  
MSL 2024 Tape Library 2 x HPE D3610 Enclosures and HPE Proliant DL360 GEN 10 Server to  
Sedibeng District Municipality  
(Bid Number 8/2/2/14-2023

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY

(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



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

Initial here





**FORM OF OFFER AND ACCEPTANCE**

**1) 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: 8/2/14-2023**

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 ALL APPLICABLE TAXES)**

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:.....

Initial here



**2) ACCEPTANCE (TO BE COMPLETED BY SEDIBENG DISTRICT MUNICIPALITY REPRESENTATIVE)**

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 SEDIBENG DISTRICT MUNICIPALITY (Employer):

.....

(Name and address of organization)

SEDIBENG DISTRICT MUNICIPALITY  
CORNER BEACONSFIELD AVENUE & LESLIE STREET, VEREENIGING, 1930

Witness:..... Date:.....



**3) 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 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**

ALTERNATIVELY ATTACH A BANK STAMPED LETTER OF CONFIRMATION OF BANKING DETAILS NOT OLDER THAN 3 MONTHS

