

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION - SERVICES
Requirements between R 30,000 (incl VAT) and R 300,000 (incl VAT)

QUOTATION NUMBER: WEB 78: 2026/2027.

QUOTATION TITLE: APPOINTMENT OF AN INTERIOR DECORATOR FOR THE REFURBISHMENT AND FURNISHING OF THE FIRST FLOOR FOYER – PAARL CIVIC CENTRE.

CLOSING DATE AND TIME: 07 OCTOBER 2026 AT 10:00.

NAME OF BIDDER	
TOTAL BID PRICE(INCLUSIVE VAT)	

ISSUED BY:

Department: Financial Services
Supply Chain Management Division
Civic Centre, 2nd floor
PAARL

CONTACT FOR TECHNICAL ENQUIRIES:

Riana Geldenhuys
Communication and Marketing
021 807 6390

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PART A: REQUIREMENTS IN TERMS OF REGULATORY FRAMEWORK

MBD 1: PART A

DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED)

Name of firm / entity / enterprise			
Trading as (if different from above)			
Drakenstein supplier database registration number			
Postal address of enterprise	Line 1 : _____ Line 2: _____ Town/city _____ Postal code: _____		
Physical address of enterprise	Line 1 : _____ Line 2: _____ Town/city _____		
B-BBEE Status level verification certificate [Tick applicable box]	☐ Yes ☐ No	B-BBEE Status Level Sworn Affidavit [Tick applicable box]	☐ Yes ☐ No
Are you the Accredited Representative in South Africa for the goods/services/works offered?	☐ Yes ☐ No [If yes, enclose proof]	Are you a foreign based supplier for the goods/ services/ works offered?	☐ Yes ☐ No [If yes, answer part B:3]
Contact details of the person signing the bid, being duly authorised to do so:	Name: _____ Telephone: _____ Fax: _____ Cellular telephone: _____ E-mail address: _____		

Contact details of the senior manager responsible for overseeing contract performance:	Name: _____ Telephone: _____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Company income tax number	
Tax Compliance Status System PIN issued by SARS	
CSD registration number	
VAT registration number	
Company registration number	
Banking details	Name of account holder: _____ Name of bank: _____ Account number: _____ Branch code: _____

MBD 1: 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 be re-typed) or online.	
1.3.	The 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 person identification number (PIN), issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award.	
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. TAX COMPLIANCE REQUIREMENTS		
3.1.	Is the entity a resident of the Republic of South Africa (RSA)?	☐ YES ☐ NO
3.2	Does the entity have a branch in the RSA?	☐ YES ☐ NO
3.3	Does the entity have a permanent establishment in the RSA?	☐ YES ☐ NO
3.4	Does the entity have any source of income in the RSA?	☐ YES ☐ NO
3.5	Is the entity liable in the RSA for any form of taxation?	☐ YES ☐ NO

If the answer is “NO” to all of the above, then 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 service of the state.

Signature of bidder:

Capacity under which this bid is signed:.....

Date:.....

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DRAKENSTEIN MUNICIPALITY

Quotation number: WEB: 78: 2026/2027

Quotation title: Appointment of an interior decorator for the refurbishment and furnishing of the First Floor Foyer – Paarl Civic Centre

Closing date and time for bid submissions: 07 October 2026 at 10:00

Site meeting: A compulsory clarification meeting will be held at **Drakenstein Municipality, Civic Centre, Bergriver Boulevard, Paarl, Big Committee Room 1st floor** on **05 October 2026** which will promptly start at **14:00**. **Bidders that fail to attend the compulsory site meeting or attend the meeting 15 minutes later than the starting time of the meeting and without bid documentation, WILL be disqualified. Attendance at the clarification meeting is compulsory. Quotations received from service providers who did not attend the compulsory clarification meeting will not be considered.**

Bid documents can be obtained from the Supply Chain Management Unit, Civic Centre, 2nd floor, Berg River Boulevard, Paarl during office hours between 14:00 and 16:00. A non-refundable fee of R25.00 VAT inclusive is payable to Drakenstein Municipality. Alternatively, the bid documents can be downloaded from our website at www.drakenstein.gov.za by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Nazley Lategan	(021) 807 6246	Nazley@drakenstein.gov.za
	Yaaseen Abrahams	(021) 807 6425	Yaaseen.Abrahams@drakenstein.gov.za
Technical enquiries	Riana Geldenhuys	(021) 807 6390	rianag@drakenstein.gov.za

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for a minimum of 60days after bid closing.

Bids must be submitted in a sealed envelope. The quotation number or quotation title must appear on the outside of the envelope. Bidders that fail to adhere to this requirement, will be disqualified at the bid opening.

Bids must be deposited in the **BOX NO 2**, located at the entrance of the Municipal Offices of Drakenstein Municipality, Civic Centre, Ground floor, Berg River Boulevard, Paarl, by no later than the date and time as specified above. This quotation box is open from Mondays to Thursdays between 08h00 and 16h45 and on Fridays between 08h00 and 15h30. Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Small Committee room at the Civic Centre, 1st floor, Berg River Boulevard, Paarl at 10h15. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system as prescribed by the Preferential Procurement Regulations 2017 (government gazette no. 40553).

Prospective bidders must familiarise themselves with the content of Drakenstein Municipality's Supply Chain Management Policy and must be registered on the municipality's supplier database if they wish to conduct business with the municipality. The General Conditions of Contract is applicable.

The tax status requirements as per MBD 1 (Part B) must be complied with. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award

DR JH LEIBBRANDT
CITY MANAGER

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) 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.

3.9 Have you been in the service of the state for the past twelve months?

YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of a bid?

YES / NO

3.10.1 If yes, furnish particulars.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state **YES / NO**

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, domestic partner, child, grandchild, dependent, parent, grandparent, parent-in-law, brother, sister, brother-in-law or sister-in-law of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state? ? **YES / NO**

3.13.1 If yes, furnish particulars.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars.....

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND
COUNCIL'S PREFERENTIAL PROCUREMENT POLICY**

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 from R30,000 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 The value of this tender is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this tender shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 **The maximum points for this tender are allocated as follows:**

The maximum points for this tender are allocated as follows:

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS: B-BBEE LEVEL OF CONTRIBUTION	10
SPECIFIC GOALS: LOCALITY	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY OF ENTERPRISE	10
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

In order to claim preference points for locality of the enterprise, indicate below what have been submitted with the bid documents which will serve as proof:

- | | | | | |
|--------|---|---------------------------------|--------------------------------|--------------------------|
| 4.1.1. | Municipal account in the name of the tenderer not older than 90 days; or | YES
☐ | NO
☐ | |
| 4.1.2. | Lease agreement where the tenderer is the lessee; or | YES
☐ | NO
☐ | ☐ |
| 4.1.3. | An affidavit in cases where the tenderer is not a municipal account holder or is not a lessee to a lease agreement. | YES
☐ | NO
☐ | |

- *Please be advised that in terms of Council's Preferential Procurement Policy, the Municipality may consider and apply any other proof of locality that is to its satisfaction. This may include, but not limited to, locality information kept on the Central Supplier Database (CSD) and by the Companies and Intellectual Property Commission (CIPC).*

- 4.2. In terms of Paragraph 4 of Drakenstein Municipality's Preferential Procurement Policy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

The following points for specific goals relating to locality based on the 80/20 preference point system will be applied:

The allocated points for locality in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises within the Drakenstein Municipal area	10	
Enterprises within the Cape Winelands Municipal area	5	
Enterprises within the Western Cape Province	2	
Enterprises outside the Western Cape Province	0	

5. **DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

WITNESSES

1.

2.

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

NAME AND SURNAME:

.....

.....

.....

DATE:

ADDRESS

.....

.....

B-BBEE SUPPORTING LETTER

I, the undersigned,

Full name & Surname _____

Identity number _____

Hereby declare under oath that:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise, and I am duly authorized to act on its behalf.

Enterprise Name: _____

Registration Number: _____

Financial year: _____

I hereby declare under Oath that:

Based on the Financial Statements/Management Accounts and other information available for the above-mentioned enterprise, the annual Total Revenue was less than:

(Please confirm **by ticking the applicable box below**)

- ☐ R5,000,000.00 (Five Million Rands)
- ☐ R10,000,000.00 (Ten Million Rands)
- ☐ R50,000,000.00 (Fifty Million Rands)

Please provide documentary proof of statement made above. This is merely a precautionary measure and due diligence on the part of Drakenstein Municipality with regards to the implementation of the B-BBEE act 53 of 2003 as Amended by Act No 46 of 2013. This letter must be accompanied by a valid B-BBEE sworn affidavit.

Deponent signature: _____

Date: _____

Commissioner of Oaths Signature & stamp

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 as a company or person 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 National Treasury after the audi alteram partem rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	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:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED

.....
(FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. 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:-

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

6. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
7. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
8. 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.
9. 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.
10. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:-

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

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

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 **Drakenstein Municipality**

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and 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.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:-
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

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

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.
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

CERTIFICATION OF ATTENDANCE AT COMPULSORY SITE MEETING

This is to certify that

..... (Name of bidder)

of(address)

.....

was represented by the person(s) named below at the compulsory site meeting held for all bidders at

..... (location) on (date),

starting at

We acknowledge that the purpose of the meeting was to acquaint ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the site meeting on behalf of the bidder:

Name Signature

Capacity

Name Signature

Capacity

Attendance of the above persons at the meeting is confirmed by the Employer's representative, namely:

Name Signature

Capacity Date & Time

DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and **attach a copy of their municipal account(s) which are not older than 60 days.**

Name of account holder:

Account number:

Account number:

FOR MUNICIPAL USE ONLY

I/we hereby certify that the municipal account details of our client as indicated above is correct.

.....
Name of municipal official (print name)

.....
Signature of municipal official

Official date stamp of municipality

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....

Signature for and on behalf of the bidder

.....

Date

RESPONSIVENESS AND EVALUATION CRITERIA

1. RESPONSIVENESS CRITERIA

No bid will be considered by Drakenstein Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

- a) Bidders must ensure that they are registered on the database of Drakenstein Municipality, if they wish to conduct business with the Drakenstein Municipality. If the bidder is not registered on the Drakenstein Municipality's supplier database prior to the award of the bid, the registration form can be obtained as follows:
 - i. Supply Chain Management Unit, Civic Centre, 2nd floor, Berg River Boulevard, Paarl; or
 - ii. Downloaded from our website at www.drakenstein.gov.za

Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Kholeka Ncombo	(021) 807-6247	supplychain@drakenstein.gov.za

- 2. Drakenstein Municipality will reject a bid in terms of the following:
 - a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this of any other municipality or municipal entity, are in arrears for more than three months.
 - b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.
- 3. The following completed documents must be submitted or provided as part of the bid submission:
 - i) Bidders are required to submit their unique person identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and status.
 - ii) Copy of a valid B-BBEE Status Level Verification Certificate. Bidders who do not submit a B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.
 - iii) Copy of a billing account of your local municipality for the company or directors where applicable. Such account must not be older than 90 days.
 - iv) Completed and signed declaration of interest form (MBD 4).
- 4. Bidders must acquaint themselves fully on the General Conditions of contract of 2010 and special conditions of contract (if applicable). The General Conditions of Contract of 2010 is available on request from the official dealing with bidding procedures and documents as indicated in MBD 1.
- 5. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.
- 6. No telephonic, faxed or e-mailed or late bids will be accepted.

7. The awarding of this bid is subject to the following:
- Relevant technical specifications as stated in this bid document;
 - Attendance of compulsory site meetings, as may be applicable;
 - Proper completion of this bid document and signing of declarations
 - General conditions of contract of 2010 which is available on request from the official dealing with bidding procedures and documents as indicated in MBD 1.
 - Any special conditions of contract as stipulated in this bid document.
8. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.
9. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**
- No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Drakenstein Municipality for or in connection with the award of a contract;
 - The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
10. The bid must be properly received in a sealed envelope. The outside of the envelope must clearly indicate the quotation number and title (refer to invitation to bid for further details regarding submission)
11. The bid must be deposited in the relevant quotation box as indicated in the invitation to bid (MBD1) on or before the closing date and time of the bid. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**
12. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
- If the bid is not sealed;
 - if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
 - if the bid is not completed in non-erasable ink; or
 - if the name of the bidder is not stated, or is indecipherable
13. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
14. The official bid document must be fully completed in indelible ink. Where information requested does not apply to the bidder and the space is left blank, the bidder must provide written clarification.
15. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.
16. Bidders must submit a certified statement signed by the bidder declaring that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

17. The bidder must be in good standing to do business with the public sector in terms of Regulation 38 of the Municipal Supply Chain Management Regulations (Government Gazette 27636 of 60May 2005).
18. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.
19. The bidder must adhere to the pricing instructions.
20. The Bidder's details must be provided.
21. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.
22. The declaration of interest by the bidder must be completed and signed.
23. The bid must comply with all the minimum technical specifications.
24. The MBD 9 (certificate of bid determination) must be completed and signed.
25. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

2. EVALUATION OF BIDS AND POINTS ALLOCATED FOR SPECIFIC GOALS

- a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Preferential Procurement Regulations of 2022 and Council's Preferential Procurement Policy.
- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.
- c) Bids must be accompanied by the following documentation in order to claim points allocated for specific goals as indicated in MBD 6.1:

No	Specific goal	Proof to substantiate claim
1	B-BBEE status level of contributor	Copy of B-BBEE status level certificate issued by an authorised body or person, or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice
2	Locality	One of the following must be submitted: (1) Municipal account in the name of the tenderer not older than 90 days; or (2) Lease agreement where the bidder is the lessee; or (3) A sworn affidavit in cases where the bidder is not a municipal account holder nor a lessee to a lease agreement

3. ALTERNATIVE OFFERS

Alternative offers may be submitted by the bidder only if a main offer, strictly in accordance with all the requirements of the bid document, is also submitted. The municipality is under no obligation to consider alternative offers. The alternative tender offer is to be submitted with the main offer together with a schedule that compares the requirements of the bid documents with the alternative requirements.

4. BID VALIDITY PERIODS

- a) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
- b) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period as set out above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.
- c) Any bidder may at any time withdraw such bid in writing in which case such bid lapses and will not be further considered.

**PART B: SCOPE OF WORKS, PRICING SCHEDULE AND CHECKLIST FOR
COMPLETENESS**

SCOPE OF WORKS – NB: ALL PRICES MUST INCLUSIVE OF VAT

APPOINTMENT OF AN INTERIOR DECORATOR FOR THE REFURBISHMENT AND FURNISHING OF THE FIRST FLOOR FOYER – PAARL CIVIC CENTRE

1. PURPOSE AND SCOPE

Drakenstein Municipality requires the services of a suitably experienced interior decorator to coordinate and implement the refurbishment and furnishing of the First Floor at the Paarl Civic Centre, Berg River Boulevard, Paarl.

The appointed service provider will be responsible for assisting the Municipality with the final selection, sourcing, procurement, delivery, placement and installation of furniture, fittings and décor required for the foyer.

The furniture and décor schedule included under **Section 13** shall serve as the design brief and indicates the Municipality's preferred style, colours, materials, quality, quantities and approximate dimensions.

The products and product codes contained in the **Section 13** below are intended to indicate the required appearance and quality. Equivalent or alternative products may be proposed by the interior decorator, subject to the Municipality's prior written approval.

The indicative requirements include leather armchairs and couches, benches, coffee and side tables, servers, mirrors, a large rug, decorative bowl, staircase lighting, custom wall art/mural, glass tops and the reupholstery of existing furniture.

2. SERVICES REQUIRED

The appointed interior decorator shall undertake the following:

- Attend an initial site meeting and inspect the foyer, existing furniture and areas where new items are to be installed;
- Review the details and advise the Municipality on the final selection and coordination of furniture, colours, finishes, lighting and décor;
- Source furniture, fittings and décor of a quality and appearance consistent with the design brief;
- Submit proposed products, images/samples, specifications and prices to the Municipality for approval prior to procurement;
- Obtain and submit supplier quotations or other suitable evidence of the cost of items to be procured;
- Arrange and coordinate the reupholstery of the identified existing couches and benches;
- Coordinate the design, manufacture and installation of the proposed Drakenstein Municipality wall art/mural;
- Undertake or arrange all final site measurements required prior to ordering or manufacture;
- Procure approved furniture, fittings, décor and associated items;
- Arrange delivery, assembly and installation of all items;

- Position furniture and décor in consultation with the Municipality;
- Inspect delivered items and coordinate the replacement or rectification of damaged, defective or incorrect items; and
- Complete the installation and hand over the completed foyer to the Municipality.

The reupholstery work shall include removal of existing covering and worn padding, repair or tightening of frames, webbing and springs where necessary, replacement of foam/padding where required and recovering in the specified leather or an approved equivalent.

3. DESIGN AND PRODUCT REQUIREMENTS

The general design intent is to provide a coordinated, professional and high-quality reception/foyer environment appropriate to the First Floor Foyer of the Paarl Civic Centre.

The colour palette, furniture style and materials reflected in **Section 13** below should generally be maintained. The proposed furniture predominantly incorporates solid oak/timber finishes and full-grain aniline leather in dark navy, olive green, desert/light tan and pepper/medium grey tones.

The interior decorator may recommend alternative products or minor changes where these would improve the overall design, availability, value for money or functionality. All final selections shall, however, be subject to approval by the Municipality before procurement.

Dimensions contained in the details shall be regarded as approximate where indicated. The service provider shall confirm all critical dimensions on site before ordering or manufacturing site-specific items.

4. PROVISIONAL SUM

A Provisional Sum of R200,000 (including VAT) shall be provided by the Municipality for the procurement of the furniture, fittings, décor, reupholstery, artwork, lighting, glass and other approved items required for the project.

The Provisional Sum is an allowance and does not constitute an amount automatically payable to the service provider.

Expenditure against the Provisional Sum shall be subject to the following:

- No item may be procured without the prior approval of the Municipality;
- The service provider shall provide details of the proposed item and its cost for approval before placing an order;
- The Municipality reserves the right to approve, reject or request an alternative to any proposed item;
- Payment shall be based on the actual approved cost of items procured;
- The service provider shall provide documentary evidence of the actual cost, such as supplier quotations and/or invoices;

- The service provider's tendered procurement mark-up may only be applied to actual approved expenditure against the Provisional Sum;
- Any unspent balance of the Provisional Sum shall remain for the account of the Municipality and shall not be payable to the service provider; and
- Expenditure may not exceed the approved Provisional Sum without prior written approval from the Municipality.

5. PROFESSIONAL / INTERIOR DECORATING SERVICES

Quotations shall provide an hourly rate for the interior decorating services required to complete the project.

The hourly rate shall include all normal overheads and costs associated with the provision of the professional service, including consultation, design coordination, sourcing of products, obtaining prices, communication with suppliers and the Municipality, preparation of recommendations, travelling to Drakenstein Municipality's premises and general project coordination.

For quotation purposes, the Municipality shall allow a maximum of 80 hours.

The successful service provider shall maintain a record of hours worked, including a brief description of the activities undertaken.

The service provider shall not exceed the approved number of hours without prior written approval from the Municipality.

Only actual approved hours worked shall be payable.

6. PROCUREMENT MARK-UP

Bidders shall bid a single percentage **mark-up (%) applicable** to the actual approved cost of furniture, fittings, décor and other goods or services procured on behalf of the Municipality under the Provisional Sum.

The percentage mark-up shall compensate the service provider for the procurement and coordination associated with purchasing the approved items.

The mark-up shall not be applied to:

- the service provider's hourly professional fees;
- any unspent portion of the Provisional Sum; or
- any expenditure not approved by the Municipality.

For quotation evaluation purposes, the tendered percentage mark-up shall be applied to the full Provisional Sum to determine a comparable tendered amount. During implementation, however, the mark-up shall only be payable on the actual approved amount procured.

7. DELIVERY AND INSTALLATION

All prices associated with the procurement of furniture and décor shall make adequate provision for delivery to the:

**First Floor
Paarl Civic Centre
Berg River Boulevard
Paarl**

The service provider shall coordinate delivery, off-loading, movement of items to the first floor, assembly where required, installation and final positioning.

The service provider shall take reasonable precautions to prevent damage to the building, existing furniture and finishes during delivery and installation.

8. SITE MEASUREMENTS AND CUSTOM ITEMS

The successful service provider shall verify all relevant dimensions before ordering or manufacturing custom or dimension-dependent items.

This shall specifically include, where applicable, the wall art/mural, glass tops, lighting and other items requiring installation within existing spaces.

The proposed wall mural is currently based on an approximate area of 2 050 mm high × 6 010 mm wide and is expressly identified in the design brief as requiring final measurement on site.

9. APPROVAL OF ITEMS

No furniture, fittings, artwork, décor or other items shall be ordered without prior approval by the Municipality.

Before procurement, the interior decorator shall provide sufficient information for the Municipality to make an informed decision, which may include:

- photograph/image of the proposed item;
- description and dimensions;
- material and colour;
- supplier;
- expected delivery period; and
- actual purchase price.

Where considered necessary, the Municipality may request physical samples or alternative options before granting approval.

10. PAYMENT

Payment to the successful service provider shall be based on:

Actual approved hours worked × tendered hourly rate + Actual approved cost of items procured + Tendered percentage mark-up × actual approved cost of items procured.

Supplier invoices and/or other acceptable proof of actual procurement costs shall accompany claims against the Provisional Sum.

11. COMPULSORY CLARIFICATION MEETING AND SITE INSPECTION

A compulsory clarification meeting and site inspection will be held at the Paarl Civic Centre.

The purpose of the meeting is to allow prospective service providers to:

- inspect the First Floor Foyer and existing furniture;
- familiarise themselves with the scope of work and the Municipality's intended design concept;
- inspect the furniture identified for reupholstery;
- inspect the proposed locations for the mural, lighting, mirrors and other décor;
- verify the general site conditions, access and delivery requirements;
- obtain clarity regarding the furniture and décor requirements contained in **Section 13** below; and
- raise any questions relating to the scope, pricing requirements and implementation of the project.

Prospective service providers shall familiarise themselves with the site conditions and requirements before submitting a quotation.

Attendance at the clarification meeting is compulsory. Quotations received from service providers who did not attend the compulsory clarification meeting will not be considered.

12. PRE-QUALIFYING CRITERIA

Bidders must comply with all the pre-qualifying criteria below. The required supporting documentation must be submitted with the quotation. Failure to comply with any of the criteria or to provide the required supporting documentation will render the quotation non-responsive and it will not be evaluated further.

PRE- QUALIFYING CRITERIA			
<u>Bidders to provide the following with their bids. Failure to provide the below documents will render your bid non-compliant:</u>		YES	NO
1	5 Years or more experience of interior decorating (include CV)		
2	5 or more relevant previous interior decorating projects (provide a portfolio of evidence)		
3	5 or more references for successfully completed projects.		

The Municipality reserves the right to verify any information, previous projects and references submitted by the bidder.

Where verification establishes that a previous project was not completed satisfactorily, or where a reference provides unsatisfactory feedback regarding the bidder's performance on a relevant project, the bidder will be regarded as having failed the pre-qualifying criteria and will not be evaluated further.

13. PRELIMINARY FURNITURE AND DÉCOR REQUIREMENTS

The furniture and décor items listed below are preliminary and indicative of the Municipality's requirements and are intended to provide guidance regarding the desired style, quality, materials, colours, quantities and overall design intent for the project.

The listed items and quantities do not constitute a commitment by the Municipality to procure all items. The final selection and quantities will be determined in consultation with the appointed interior decorator and will be subject to the approved project budget and available Provisional Sum.

The Municipality therefore reserves the right to omit certain items, reduce or amend quantities, substitute items with suitable alternatives, or amend the final selection in order to remain within the allocated project budget, without any entitlement by the service provider to additional compensation or loss of profit in respect of items not procured.

Where appropriate, the appointed interior decorator may recommend suitable alternative items that achieve the intended design, functionality and quality at a more cost-effective price. All substitutions and final selections shall be subject to the Municipality's prior written approval before procurement.

Item	Description	Qty	Minimum specification
1	Leather armchair – Type A	4	Solid oak frame, smoke oak finish; full-grain aniline leather; pepper/medium grey colour; approx. 650(W) × 760(D) × 820(H) mm
2	Leather armchair – Type A	2	As above, but olive green full-grain aniline leather
3	Leather armchair – Type B	2	Solid oak frame, smoke oak finish; full-grain aniline leather; desert/light tan colour; approx. 670(W) × 780(D) × 850(H) mm
4	3-seater leather couch	1	Full-grain aniline leather, desert/light tan colour; solid oak legs; approx. 2200(W) × 900(D) × 850(H) mm
5	3-seater leather couch	1	Full-grain aniline leather, dark navy colour; solid oak legs; approx. 2200(W) × 950(D) × 940(H) mm
6	Leather/oak bench	2	Approx. 1500(W) × 400(D) × 450(H) mm; solid oak frame/legs; smoke oak finish; olive green full-grain aniline leather
7	Reupholster existing high-back couches	2	Remove existing covering and worn padding; inspect and repair/tighten frame, webbing and springs; replace foam/padding as necessary; recover in dark navy full-grain aniline leather
8	Reupholster existing benches	2	Remove existing covering and worn padding; repair frame/webbing/springs where required; replace padding as necessary; recover in dark navy full-grain aniline leather
9	Round coffee table	1	Pin/solid oak or equivalent timber with engineered marble/stone top; natural/stone finish; approx. Ø910 × 420(H) mm
10	Round side table	4	Timber with engineered marble/stone top; natural/stone finish; approx. Ø400 × 550(H) mm
11	C-shaped oak side table	6	Solid oak, smoke oak finish; approx. 400 × 400 × 550(H) mm

Item	Description	Qty	Minimum specification
12	Large oak server	1	Solid oak, smoke oak finish; approx. 1800(W) × 450(D) × 900(H) mm
13	Small oak server	1	Solid oak with leather and steel detailing; smoke oak finish, olive green leather and black steel; approx. 1400(W) × 450(D) × 900(H) mm
14	Round timber-framed mirror	1	Reclaimed/natural timber appearance; approx. Ø1000 mm
15	Organic-shaped mirror	1	Aluminium frame with antique brass finish; approximately 1190 × 1090 mm*
16	Custom wall art/mural	1	Custom wall-mounted artwork/mural incorporating the Drakenstein Municipality logo; weathered bronze finish with subtle navy/blue patina; approx. 2050(H) × 6010(W) mm, final dimensions to be confirmed on site
17	Large area rug	1	Approx. 2000 × 3000 mm; woven PET/jute/wool/cotton, polyester or equivalent quality blend; colour to complement overall décor
18	Staircase light fitting	1	Round decorative light fitting suitable for the staircase and complementary to the foyer décor; final selection/specification to be approved before supply
19	Replacement glass top for existing server	1	Replacement of chipped glass top; approx. 1830 × 760 mm; final measurement to be taken on site
20	Glass tops for new servers	2	Clear protective glass tops sized to suit the new servers; final dimensions to be confirmed before manufacture
21	Decorative bowl	1	Low-standing decorative wooden or bronze-coloured bowl, suitable for the coffee table and complementary to the foyer décor; final selection/specification to be approved before supply

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature

.....

Capacity

.....

Date

In the event of any deviation from the scope of works, the bidder must attach details thereof to this bid document.

PRICING SCHEDULE – FIRM PRICES
(PROFESSIONAL SERVICES)

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

Name of bidder.....	Quotation number: WEB 78: 2026/2027
Closing Time: 10H00	Closing Date: 07 OCTOBER 2026

OFFER TO BE VALID FOR 60DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (INCL VAT)	TOTAL BID PRICE (INCL. VAT)
1	Interior decorating services (hours)	80	R_____	R_____
2.	Provisional Sum for furniture, fittings, décor and associated items	1	R200,000	R200,000
3.	Procurement mark-up calculated on full Provisional Sum (only item 2 above) for evaluation purposes	%	____%	R_____
TOTAL BID PRICE (INCL OF VAT)				R_____

Required by: Riana Geldenhuys
Communications and Marketing
Civic Centre
PAARL

VALUE ADDED TAX

Suppliers must register for VAT with the South African Revenue Services (SARS) in the case where taxable supplies are more than R2,300,000 per annum. Suppliers that makes taxable supplies of between R120,000 and R2,300,000 per annum can apply for voluntary registration at SARS. This is to enable a supplier to issue tax invoices.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 April 2026.

The VAT registration number of the Drakenstein Municipality is **4500109717**.

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed page containing the details of bidder			
2. Valid tax clearance certificate or their unique identification number (PIN) issued by SARS- to enable the municipality to view the taxpayer's profile and tax status . (MBD 1) 2.2			
3. Completed the pricing schedule (MBD 3.3)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 60 days			
9. Signed declaration for understanding and complying with the scope of works			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Name (print)

.....
Signature

.....
Position

.....
Date