

GEORGE MUNICIPALITY



REFERENCE NUMBER: FIN005/2016

SUBMISSION OF INTEREST FOR OFF-BUS SINGLE TICKET AND MULTI JOURNEY TICKET SALES IN THE GEORGE AREA FOR THE GEORGE INTERGRATED PUBLIC TRANSPORT NETWORK (GIPTN)

ENQUIRIES: MR MOOS CUPIDO / MR HENRY MITCHELL
YORK STREET
GEORGE
(044) 801 9030 / 9021

ISSUED BY:
THE CITY COUNCIL
MUNICIPALITY OF GEORGE
P O BOX 19
GEORGE, 6530

SUMMARY FOR SUBMISSION OF INTEREST OPENING PURPOSES

BUSINESS NAME OF VENDOR:

CONTACT PERSON (S):

CONTACT NO.:..... FAX NO:.....

E-MAIL ADDRESS:.....

PHYSICAL ADDRESS OF VENDOR:.....

.....

.....

.....

SUBMISSION OF INTEREST CLOSSES AT 12H00 ON FRIDAY, 12 AUGUST 2016

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GEORGE MUNICIPALITY

REFERENCE: FIN005/2016 - SUBMISSION OF INTEREST FOR OFF-BUS SINGLE TICKET AND MULTI JOURNEY TICKET SALES IN THE GEORGE MUNICIPAL AREA WITHIN THE GEORGE INTERGRATED PUBLIC TRANSPORT NETWORK

Submission of Interests are hereby invited for the:

OFF-BUS SINGLE TICKET AND MULTI JOURNEY TICKET SALES IN THE GEORGE MUNICIPAL AREA

Completed submissions in a sealed envelope, clearly marked:

Submission of Interest No. FIN005/2016 must be placed in the tender box at the George Municipality on the First Floor, Directorate: Financial Services, Supply Chain Management, York Street, George by no later than 12:00 on **Friday, 12 August 2016**. Submission of Interests are not allowed to be placed in the tender box after 12:00. Late or unmarked submissions will not be considered. No posted submissions or submissions per fax or e-mail will be accepted.

Submission of Interest documents are available at a non refundable deposit of R40-00 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Submission of Interest documents are available on the George Municipality's website: www.george.org.za, free of charge.

Submission of Interests will be evaluated in terms of the specifications.

For more information contact Mr Moos Cupido or Mr Henry Mitchell at (044) 801 9030/9021.

The Municipality reserves the right to withdraw any invitation for submission of interest and/or to readvertise or to reject any submission of interest or to accept a part of it. The Municipality is not bound to accept any submission of interest.

Important note: a Valid original tax clearance certificate and certified copies of directors and owners identity documents must be submitted with the documentation.

**T BOTHA
MUNICIPAL MANAGER
GEORGE MUNICIPALITY
GEORGE
6530**

SPECIFICATIONS

OFF-BUS SINGLE TICKET AND MULTI JOURNEY TICKET SALES IN THE GEORGE AREA

1. VENDORS MUST COMPLY TO THE FOLLOWING SPECIFICATION:

1.1 Vendor must be close to a Go George Route stop on the phase 1, 2, 3 and 4 routes (please refer to annexure A) – preference will be given to vendors who are 400m or less from these Go George Route stops, based on the following:

- 400m or less : 10 Points
- 401 to 1000m : 5 Points
- > 1000m : 2 Points

1.2 Must be open Monday to Sunday, trading hours from at least 08:00 until 17:00 – preference will be given to vendors who are open for longer hours:

- Open from 08:00 until 17:00 (9 hours) : 5 Points
- Open between 10 and 23 hours : 8 Points
- Open for 24 hours : 10 Points

1.3 Please indicate your trading hours:

2. SINGLE TICKETS

2.1 Vendors will be able to pre-purchase single tickets at the George Municipality for R8.00 per ticket - vendors must purchase a minimum of 100 tickets at a time.

2.2 Vendors may only sell the single tickets at R8,50 per ticket as per the Council agreed tariff. Any vendor found to be selling the single ticket for more than the agreed price will be in breach of the contract.

Pre-Purchase Price for 100 single tickets	R800.00 (R8.00 per ticket)
Selling Price for 100 single tickets	R850.00 (R8.50 per ticket)
Commission earned on 100 single tickets	R50.00 (R0.50 per ticket)

2.3 The Municipality may adjust the fare tariffs annually and the amendment of the price per ticket will be communicated timeously to all vendors.

2.4 Business must have sufficient cash flow to buy 100 single tickets at a time (R800.00 for 100 tickets for the vendors) – bidders must submit three (3) months bank statements with the submission of interest:

- Three (3) months bank statements submitted : 10 Points
- No bank statements submitted : 0 Points

3. MULTI-JOURNEY TICKETS

3.1 Vendors will be able to pre-purchase MJT tickets at the George Municipality for R70.00 per ticket - vendors must purchase a minimum of 100 tickets at a time.

3.2 Vendors may only sell the MJT ticket at R75,00 per ticket as per the Council agreed tariff. Any vendor found to be selling the MJT ticket for more than the agreed price will be in breach of the contract.

Pre-Purchase Price for 100 MJT tickets	R7,000.00 (R70.00 per ticket)
Selling Price for 100 MJT tickets	R7,500.00 (R75.00 per ticket)
Commission earned on 100 MJT tickets	R500.00 (R5.00 per ticket)

3.3 The Municipality may adjust the fare tariffs annually and the amendment of the price per ticket will be communicated timeously to all vendors.

3.4 Business must be have sufficient cash flow to buy 100 tickets at a time (R7,000.00 for 100 tickets for the vendors) – bidders must submit three (3) months bank statements with the submission of interest:

- Three (3) months bank statements submitted : 10 Points
- No bank statements submitted : 0 Points

4. All vendors that submit a Submission of Interest will be interviewed to make sure that they will represent the brand of Go George.

5. Vendors must be able to secure their premises to ensure that the tickets are sold in a safe environment for customers. An inspection of the premises will be performed by the George Municipality to ensure compliance.

6. Vendors must be willing to put up Go George promotional information at their premises.
7. A minimum of 15 and a maximum of 100 vendors will be appointed in the areas as indicated in the attached map (Annexure "A").
8. Vendors will sell tickets for a period of six (6) months, from date of appointment, with a possibility of extension of the contract on a month to month basis.
9. Vendors must not be in arrears with their municipal account/s.
10. Vendors must have a valid original tax clearance certificate.
11. Vendors must be suitably accessible to all members of the public and deemed appropriate during the valuation process.
12. If Vendors do not comply with the above specifications, your submission of interest will not be considered.
13. Preference will be given to vendors scoring the highest points out of 30 and if they comply with the specifications.
14. Vendors will have to supply both the single and multi-journey tickets.

SIGNATURE:

DATE:

TAX CLEARANCE CERTIFICATE

It is a condition of Submission of Interest that the taxes of the successful vendor must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the vendor's tax obligations.

- 1 In order to meet this requirement vendor's are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit Submission of Interests.
- 2 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 3 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 4 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 5 The original Tax Clearance Certificate must be submitted together with the Submission of Interest. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the Submission of Interest. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 6 In Submission of Interests where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 7 Copies of the TCC 001 "Application for a Tax Clearance" form are available from any SARS branch office nationally or on the website: www.sars.gov.za.
- 8 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

DECLARATION OF INTEREST

1.	No Submission of Interest will be accepted from persons in the service of the state*.	
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 the 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 vendor or his / her representative:	
3.2	Identity number:	
3.3	Position occupied in the Company (director, trustee, shareholder ²):	
3.4	Company Registration Number:	
3.5	Tax Reference Number:	
3.6	VAT Registration Number:	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	<p>Are you presently in the service of the state?*</p> <p>3.8.1 If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	<p>YES / NO</p>

	
3.9 3.9.1	<p>Have you been in the service of the state for the past twelve months?</p> <p>If so, furnish particulars.</p> <p>.....</p> <p>.....</p>	YES / NO
3.10 3.10.1	<p>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 Submission of Interest?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the vendor is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars:</p> <p>.....</p>	YES / NO
3.11 3.11.1	<p>Are you aware of any relationship (family, friend, other) between the vendor and any person in the service of the state who may be involved with the evaluation and or adjudication of this Submission of Interest?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the vendor is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	YES / NO

3.12	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES / NO
3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member: </p> <p>Name of state institution at which you or the person connected to the bidder is employed: </p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	
3.13	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	YES / NO
3.13.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member: </p> <p>Name of state institution at which you or the person connected to the vendor is employed: </p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	
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 submitting a Submission of Interest?	YES / NO
3.14.1	If yes, furnish particulars:	

.....			
4. Full details of directors / trustees / members / shareholders:			
THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)
5.	The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.		

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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 or 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 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 exercise control over the company.

DECLARATION OF VENDOR’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids/submissions 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 Submission of Interest of any vendor may be rejected if that vendor, 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 Submission of Interest.**

Item	Question	Yes	No
4.1	<p>Is the vendor 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?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the vendor or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the vendor 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"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the vendor 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 vendor 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"/>
4.5.1	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 SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Vendor

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ / submission of interest 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 (MBD9) 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:

FIN005/2016- OFF-BUS SINGLE TICKETS AND MULTI JOURNEY TICKET SALES IN GEORGE

in response to the invitation for the bid made by:

GEORGE 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 Vendor)

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.
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 Vendor

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.

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

Tender Number: FIN005/2016
Name of the Bidder: _____

DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned,
(full name in block letters)

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 30 days.

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2016

PLEASE NOTE:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE with a reason and THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement MUST be attached to the tender document.