



NOTICE NO: 213/2025

SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR

A compulsory virtual clarification session will be arranged for **Tuesday, 23 September 2025 @10h00am**. Prospective bidders can use the very same link below which is direct from this advert; it will link them directly to the meeting. Please take note that **no attendee arriving 10 minutes late or more will be allowed to attend the clarification meeting**.

Join Teams Meeting:

https://teams.microsoft.com/join/19%3ameeting_ZDY3YTI0ODAtNTYzOS00NDY3LWFkZGQtOWRhODA5NTY3OGMy%40thread.v2/0?context=%7b%22Tid%22%3a%2226227dc1-4e2b-407e-9bee-81acf6fe8aa9%22%2c%22Oid%22%3a%220f003184-f74c-40a3-9b40-9fda5b3dfcfe%22%7d

Meeting ID: 328 896 613 603 9

Passcode: u9vJ2v5L

An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.

CLOSING DATE:	MONDAY, 13 OCTOBER 2025 @ 12:00
Location for Submission of Bid	Tender Box, 16 Woltemade Street, Jeffrey's Bay, Room 122

Name of tendering firm:

Contact Person (*Full Names*):

Tel No.:

Cell No.:

Fax No.:

E-mail:

Supplier Database No.:

CSD No.:

Signature of Tenderer:

Issued By:

KOUGA LOCAL MUNICIPALITY

PO Box 21

JEFFREYS BAY, 6330

CONTACT PERSON: Mrs. M. Basson email: tenders@kouga.gov.za copy mbasson@kouga.gov.za

NB: THIS TENDER WILL BE EVALUATED ON THE 80 FOR PRICE AND 20 FOR SPECIFIC GOALS

INDEX

LIST OF DOCUMENTS TO HAND IN	4
PERSONAL DETAILS OF BIDDER / OWNERSHIP	5
GENERAL CONDITION OF CONTRACT	8
ADVERT	20
CONDITIONS OF TENDER	21
SPECIFICATIONS AND SPECIAL CONDITION OF CONTRACT	24
PRICING SCHEDULE / BILL OF QUANTITIES	119
AGREEMENT CONTRACT (FORM OF OFFER & ACCEPTANCE)	130
DECLARATION OF INTEREST	132
PREFERENCE POINTS CLAIM FORM	136
SWORN AFFIDAVIT- DTI FORMAT	141
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	145
CERTIFICATE OF INDEPENDENT BID DETERMINATION	147
AUTHORITY OF SIGNATURE	150
INDEMNITY AGREEMENT	151
JOINT VENTURE DECLARATION	152
CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES	153
SCHEDULE OF PREVIOUS WORK CARRIED OUT BY TENDERER	155
KLM SUPPLIER DATABASE INFORMATION – PLEASE COMPLETE IF NOT REGISTERED	156

PLEASE TAKE NOTE OF ALL LISTED INSTRUCTIONS AND COMMENT

- NB: PLEASE ENSURE THAT YOU FAMILIARIZE YOURSELF WITH THE COMPLETE DOCUMENT AND SIGN ALL PAGES WHERE IT IS REQUIRED TO DO SO. ALL DOCUMENTATION MUST BE ORIGINALLY SIGNED IN BLACK INK (COPIES OF SIGNARTORIES WILL NOT BE ACCEPTED)
- FAILURE TO FULLY COMPLETE THE COMPULSORY MUNICIPAL BIDDING DOCUMENTS WILL RESULT IN THE TENDER BEING CLASSIFIED AS NON-RESPONSIVE.
- THE NATIONAL TREASURY CENTRAL DATABASE AND TAX COMPLIANCE WILL BE VERIFIED ON DAY OF EVALUATING ANY TENDER. IN INSTANCES OF NON-COMPLIANCE BIDS WILL BE DECLARED NON-RESPONSIVE. (Subject to MFMA Circular 90)
- TENDER DOCUMENTATION IS AVAILABLE ON E-TENDER AND AN ELECTRONIC COPY MAY BE REQUESTED FROM THE SUPPLY CHAIN OFFICE.
- PLEASE BE ADVISED THAT A COPY OF A CERTIFIED COPY DOES NOT CONSTITUTE A CERTIFIED COPY.
- DO NOT USE CORRECTION FLUID IN THE DOCUMENT. IF ANY MISTAKES ARE MADE, PLEASE DRAW A LINE THROUGH IT AND INITIAL NEXT TO IT.
- DOCUMENT TO BE COMPLETED IN INK. DOCUMENTATION COMPLETED IN PENCIL WILL NOT BE CONSIDERED.
- THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITHIN THE TIME SPECIFIED IN THE REQUEST. **FAILURE TO COMPLY WILL RESULT IN NON-ACCEPTANCE OF THE TENDER.THESE DOCUMENTS MAY BE REQUESTED AS SUPPORT TO THE CONTRACT FILE DOCUMENTATION FOR EVALUATION PURPOSES.**
 1. National Treasury Central Database Summary Report
 2. Business Registration Documents/ Formal Registration Documentation/ JV Agreements/Consortia/ Partnerships and Trust's – Applicable to all entities (ie. Companies, Public & Private Entities, Partnerships and Joint Ventures). CM9/ Name Change Document will not suffice as Proof of Business Registration.
 3. A copy of a valid Tax Compliance Pin for all entities and all partners of Joint Venture)
 4. Certified ID copies.
 5. Latest Municipal Billing Clearance Certificate/ Copy of Municipal Account / Rental Documentation to be submitted
 6. Any Special Conditions of Contract Documentation- Must be submitted as set out in tender contract or upon request.

PLEASE PROVIDE THE FOLLOWING DETAILS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN
THE BID BOX SITUATED AT:

4

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

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]
TOTAL NUMBER OF ITEMS OFFERED (IF APPLICABLE)		BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Office	CONTACT PERSON	Mrs. M. Basson
CONTACT PERSON		TELEPHONE NUMBER	042 200 2200
TELEPHONE NUMBER	042 200 2200	FACSIMILE NUMBER	
FACSIMILE NUMBER			
E-MAIL ADDRESS	tenders@kouga.gov.za		mbasson@kouga.gov.za

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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

CERTIFICATION:

I declare that the information in this annexure is true and correct in all respects.

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:

NATIONAL TREASURY – GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability

- 29. Governing language
- 30. Applicable law
- 31. Notices
- 32. Taxes and duties
- 33. National Industrial Participation Programme (NIPP)
- 34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of Origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Days" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier 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 is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination

indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchasers request for bid validity extension, as the case may be. See paragraph 1, page 22.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchasers prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the suppliers time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the suppliers point of supply is not situated at or near the place where the supplies are required, or the suppliers services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the suppliers expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such persons name be endorsed on the Register for Tender Defaulters. When a persons name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchasers country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: OFFICE OF THE DEPUTY MUNICIPAL MANAGER
NOTICE NO: 213/2025

SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR

Prospective Service Providers are hereby invited to submit tenders for the Supply, delivery and offloading of branded Promotional Items for a period of one (1) year to Kouga Local Municipality.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from **Thursday, 11 September 2025**. After downloading the tender document from the website each prospective bidder **MUST** ensure that all the pages of the tender document are printed.

A compulsory virtual clarification session will be arranged for **Tuesday, 23 September 2025 @10h00am**. Prospective bidders can use the very same link below which is direct from this advert, it will link them directly to the meeting. Please take note that no attendee arriving 10 minutes late or more will be allowed to attend the clarification meeting.

The link will also be available on the municipal website.

Join Teams Meeting

https://teams.microsoft.com/join/19%3ameeting_ZDY3YTI0ODAtNTYzOS00NDY3LWFkZGQtOWRhODA5NTY3OGMy%40thread.v2/0?context=%7b%22Id%22%3a%2226227dc1-4e2b-407e-9bee-81acf6fe8aa9%22%2c%22Oid%22%3a%220f003184-f74c-40a3-9b40-9fda5b3dfcff%22%7d

Meeting ID: 328 896 613 603 9

Passcode: u9vJ2v5L

Please note:

1. Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
2. This contract will be evaluated on the 80/20-point system. 80 points for price and 20 points for specific goals. To claim points for specific goals prospective bidders MUST submit proof/ required documents.
3. **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved a in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**
4. **Bidders must note that the Municipality may make use of additional vetting methods to further qualify capacity of bidders to eliminate delays during project implementation.**
5. A valid Tax compliance Status pin must be submitted.
6. Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
7. The National Treasury Central Supplier Database Summary report must be submitted.
8. The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
9. The validity period for submission will be 90 days from the closing date.
10. Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any inquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to mbasson@kouga.gov.za.

Completed documents in a sealed envelope endorsed "**NOTICE NO: 213/2025: SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR**" must be placed in the Tender Box at 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **MONDAY, 13 OCTOBER 2025 at 12:00.**

C. DU PLESSIS

P.O. Box 21

MUNICIPAL MANAGER

JEFFREYS BAY
6330

For Placement: Herald/Municipal Website/ Municipal Notice Boards in all offices/areas – 11 September 2025

CONDITIONS OF TENDER

1. PRICES

- All prices tendered and all deposits or payments made shall be in the currency of the Republic of South Africa.
- Prices should remain fixed for the period of the Tender. Should the successful Tenderer wish to alter any Tender price during the currency of the Tender period bidder can only do so **twelve months after award has been made and thereafter once annually**, the Municipality reserve the right to:
 - Accept the amended price provided that one (1) month written notice was given to the Municipality; or
 - Call for new Tenders in respect of the particular items concerned or negotiate new prices with alternative suppliers to the exclusion of the Tenderer.
 - Tenderers shall state the time of delivery in days from date of the official order by the Municipality and all tendered prices are to include VAT as well as costs of delivery to the various localities in Kouga Local Municipality (Zones 1-7)
 - as may be indicated by the Kouga Local Municipality.
 - All prices tendered shall be VAT included.
 - Rates inserted should be applicable from date of appointment. The applicable measure
 - for escalation shall apply. Proof to be provided for any request for increase.

2. LAYOUT

This tender document is divided into several sections. Please read through all the sections. In particular, the Conditions of Tender are most important, as they contain several new clauses in the light of the procurement policy and please take note of the conditions of tender and the list of required documents to be handed in, seeing that non adherence to these requirements can lead to non-responsiveness of tender.

3. SUBMISSION

Please read through carefully the Conditions of Tender, which deals with submission of tender. Your completed tender document must be placed in a sealed envelope, and the contract number and name of the contract written clearly on the outside. The envelope must be deposited, In accordance with the instructions in the Tender Advertisement. It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.

4. SCOPE OF CONTRACT

Supply, delivery and offloading of branded Promotional Items for a period of one (1) year to Kouga Local Municipality.

5. VALIDITY OF TENDER

Tenders shall remain valid for acceptance for a period of 90 days.

6. ACQUAINTANCE WITH TENDER DOCUMENTS

By submission of a tender, the Tenderer will be deemed to have acquainted himself fully with the tender documents, local requirements and the laws prior to pricing and submission of tender.

7. TENDER EXPENSES

The Council will not be responsible for any expense incurred by the tenderer in submitting a tender.

8. UNCONDITIONAL DISCOUNT

The quoted prices can be subject to an unconditional discount. Tenderers must state on the Schedule of Prices the percentage of unconditional discount they are offering.

9. OTHER SUPPLIERS

Should the tenderer after acceptance of his tender for any reason whatsoever not be able to provide or deliver the service to the Municipality within the reasonable specified time, the Municipality reserves the right to obtain goods from any other source or tenderer, in which case the tenderer will be liable for any additional costs incurred in case of a difference in price.

10. SURCHARGE IN RESPECT OF FALSE DISCLOSURE

Should the information submitted by the tenderer with his/her tender for the purpose of being allocated equity preference points, be found, during the currency of the contract, to be false, then the tenderer shall be liable to pay to the Employer the additional costs incurred by the Employer as the result of the Employer awarding the contract to the tenderer on the basis of the information submitted.

The additional cost shall be the difference between the sum tendered by the tenderer and the sum tendered by the tenderer who would have been awarded the tender, had the tenderer not submitted the false information.

11. B-BBEE

Refer to new legislation, circulars and codes regarding B-BBEE. Sworn Affidavit can be submitted in the format as indicated on page 49 of this document for QSE's and EME's.

12. CORRESPONDENCE

An active email address must be provided. All correspondence and request for information with bidder will be sent to this email address as provided on page five (5). If not submitted within the specified timeframe of the request, bid may be declared non-responsive.

13. CONTRACT PERIOD

For a period of One (1) year.

Signed	Date	Name (block letters)	Capacity in firm

KOUGA LOCAL MUNICIPALITY

NOTICE NO: 213/2025

SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR TO KOUGA

LOCAL MUNICIPALITY

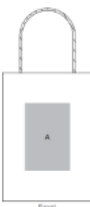
EVALUATION CRITERIA

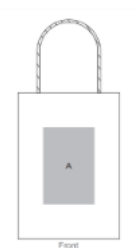
Phase 1	Special Conditions
Phase 2	Price Scoring
Phase 3	Specific Goals Scoring

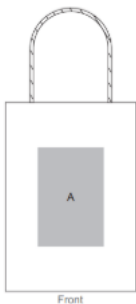
No	Specific Goals Categories	Max points allocation	Evaluation Indicators
1	B-BBE Status Level Contributor	10	As for B-BBEE points allocation table above.
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	10 Points= Located within the boundaries of the Kouga Local Municipality 6 Points- Located within the boundaries of Sarah Baartman District Municipality 4 Points- Located within the boundaries of the Eastern Cape 1 Point- Outside of the boundaries of the Eastern Cape
Bidders MUST submit valid B-BBEE sworn affidavit/ certificate AND Latest Municipal Billing Clearance Certificate/ Copy of Municipal Account / Rental Documentation for operational offices in the name of the bidding company to claim points for specific goals. In the event that the municipal account is in the name of the director, an affidavit must be done to that effect clearly stating the company name operating from the address. Information provided for virtual offices will not be accepted.			

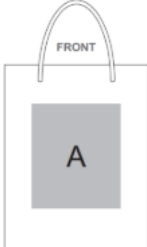
An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a **flash drive or CD in a case**. Failure to submit **AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD** will deem the bid non-responsive.

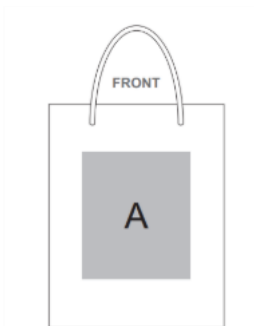
SPECIFICATIONS

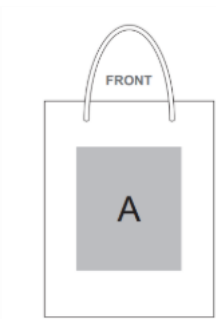
NO.	ITEM	SPECIFICATIONS	SAMPLE	ESTIMATED MINIMUM QUANTITY PER ORDER
1.	Paper gift bag equivalent to Memento ecological gift bag (mini).	Material kraft paper bag with twist paper cord. Size: 160mm(w) x 100mm(d) x 230mm(h) Colour: Sand, white Branding specs: Position A: screen print Size: 80mm(w) x 120mm(h) Image:  Image colour: Blue 		Min 20

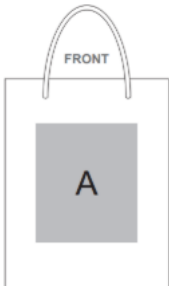
2.	Paper gift bag equivalent to Memento ecological gift bag (midi).	Material kraft paper bag with twist paper cord. Size: Size 220mm(w) x 110mm(d) x 300mm(h) Colour: Sand, white Branding specs: Position A: screen print Size: 130mm(w) x 120mm(h) Image:  Image colour: Blue 		Min 20
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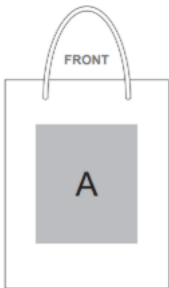
3.	Paper gift bag equivalent to Memento ecological gift bag (maxi).	Material kraft paper bag with twist paper cord. Size: Size 260mm(w) x 110mm(d) x 360mm(h) Colour: Sand, white Branding specs: Position A: screen print Size: 160mm(w) x 160mm(h) Image:  Image colour: Blue 		Min 20
4.	Gift bag equivalent to Dazzle gift bag (mini).	Matte finish made of 230gsm art card paper. Size: 180mm(w) x 100mm(d) x 230mm(h)		Min 20

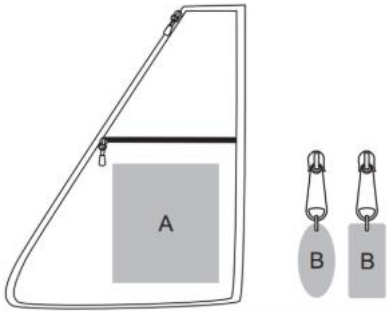
		Colours: Black, white, gold, silver, navy Branding specs: Position A: screen print Size: 110mm (w) x 130mm (h) Image:  Image colour: On white, gold, silver: Blue On black, navy: White 		
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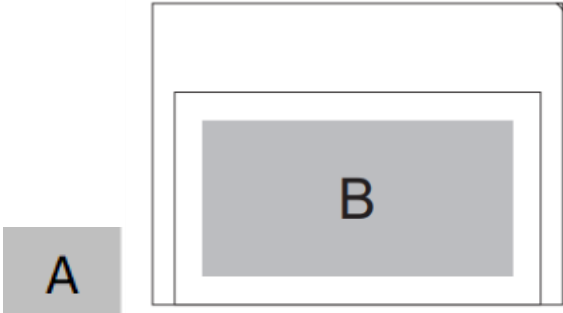
5.	Gift bag equivalent to Dazzle gift bag (midi).	Matte finish made of 230gsm art card paper. Size: 260mm(w) x 120mm(d) x 326mm(h) Colours: Black, white, gold, silver, navy Branding specs: Position A: screen print Size: 110mm(w) x 130mm(h) Image:  Image colour: On white, gold, silver: Blue On black, navy: White 		Min 20
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6.	Gift bag equivalent to Dazzle gift bag (maxi).	Matte finish made of 230gsm art card paper. Size: 340mm(w) x 133mm(d) x 405mm(h) Colours: Black, white, gold, silver, navy Branding specs: Position A: screen print Size: 110mm(w) x 130mm(h) Image:  Image colour: On white, gold, silver: Blue On black, navy: White 		Min 20
7.	Drawstring Bag.	Main compartment with cinch top drawstring design for over the shoulder or backpack. Reinforced metal grommets. Size:		Min 20

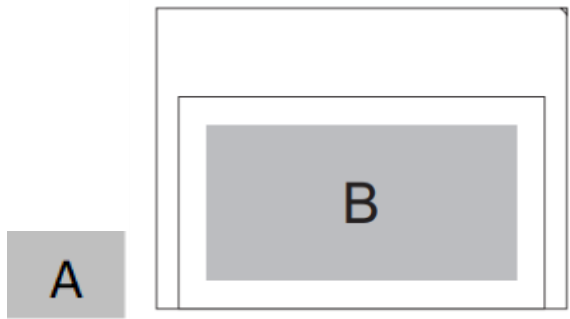
		340mm(w) x 133mm(d) x 405mm(h) Colours: Black, white, navy, royal blue Branding specs: Position A: screen print Size: 110mm(w) x 130mm(h) Image:  Image colour: On black, navy, royal blue: White On white: Blue 		
8.	Shwe Shwe Drawstring Bag.	Main compartment with cinch top drawstring design for over the shoulder or backpack. Reinforced metal grommets. Size: 340mm(w) x 133mm(d) x 405mm(h) Colours: Various		Min 20

		Branding specs: Position A: screen print Size: 110mm(w) x 130mm(h) Image:  Image colour: On black, navy, royal blue: White On white: Blue 		
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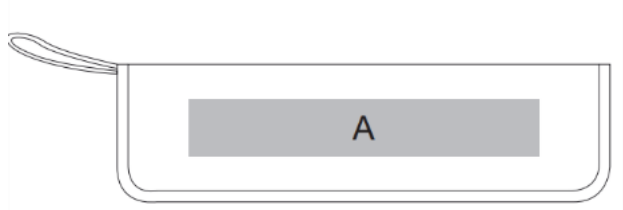
9.	Shoulder bag equivalent to Vancouver shoulder bag.	Bag with adjustable cross-over shoulder strap. Main zippered compartment runs along with the bag with additional front zippered compartment. Size: 305mm(w) x 10mm(d) x 405mm(h) Colours: Black, blue Branding specs: Position A: screen print Size: 130mm(w) x 160mm(h) Position B: zip puller Size: 30mm(w) x 15mm(h) Image:  Image colour: White 		Min 20
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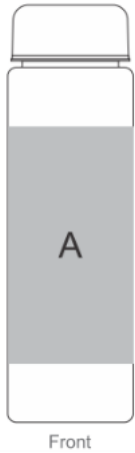
10.	6-can-cooler bag.	Cooler with foil lining and front pocket with webbing strap with cross and box stitch. Contrast zip and strap colour. Holds up to six cans. Size: 190mm(l) x 150mm(w) x 150mm(h) Colours: Black, blue Branding specs: Position A: screen print Size: 100mm(w) x 50mm(h) Image:  Image colour: On black: white On blue: black Front 		Min 20
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11.	Shwe Shwe 6-can-cooler bag.	Cooler with foil lining and front pocket with webbing strap with cross and box stitch. Contrast zip and strap colour. Holds up to six cans. Size: 190mm(l) x 150mm(w) x 150mm(h) Colours: Various Branding specs: Position A: screen print Size: 100mm(w) x 50mm(h) Image:  Image colour: On black: white On blue: black		Min 20
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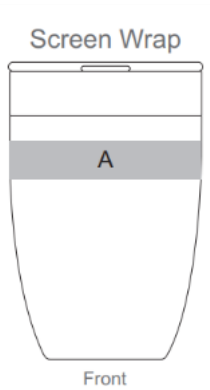
		Front 		
12.	Cooler Box.	Cooler Box – 8l Size: 290mm(w) x 230mm(l) x 255mm(h) Pride cooler box Colour: Blue and white Branding specs: Position A: silk screen print Size: 150mm(w) x 75mm(h) Image:  Image colour: White		Min 20

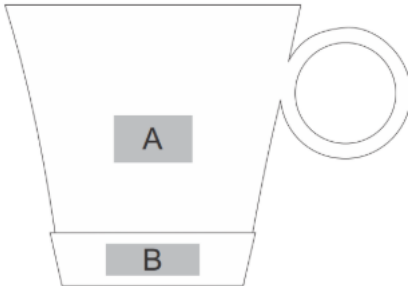
				
13.	Braai set	Rugged and hard-wearing braai set with stainless steel tongs, fork and knife. Comfortable handle, making it easy to hold. Packaged in a black 210D polyester case with full zip. Size: 370mm(l) x 90mm(w) x 40mm(h) Colours: Black, silver Branding specs: Position A: screen print Size: 280mm(w) x 40mm(h) Image: 		Min 20

		Image colour: Black, white 		
14.	500ml water bottle equivalent to Stella water bottle.	Size: 500ml Colours of lid: Blue, white Branding specs: Position A: screen print/wrap Size: 140mm(w) x 1100mm(h) Image:  Image colour: Blue		Min 20

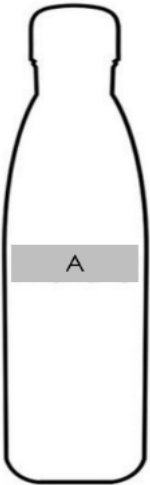
		Screen Wrap  Front		
15.	swing glass water bottle equivalent to Kooshty	Size: 650ml Clean and fresh, reusable and recyclable glass water bottle. The loop design of the lid enables easy carrying. Packed in a natural kraft kooshty gift box. Colours of lid/loop: Blue, navy, white Branding specs: Position A: screen print, screen wrap Size: 140mm(w) x 1100mm(h) Image:  Image colour:		Min 20

		Blue Screen Wrap  Front		
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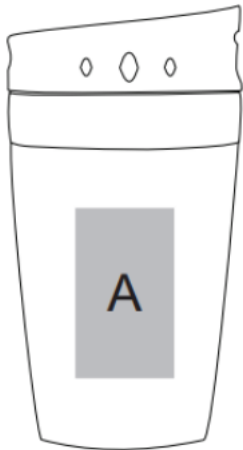
16.	300ml Double wall tumbler equivalent to Manhattan double-wall tumbler.	Size: 120mm(h) – 300ml Colours: Blue Branding specs: Position A: pad print, screen wrap Size: 25mm(w) x 30mm(h) Image:  Image colour: White 		Min 20
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17.	Mug equivalent to Miramar mug - 215ml.	Size: 88mm(h) – 215ml AB grade ceramic mug with removable silicone base. Colours: White and blue base Branding specs: Position A: pad print Size: 25mm(w) x 15mm(h) Position B: screen print Size: 30mm(w) x 10mm(h) Image:  Image colour: Blue, white 		Min 20
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18.	Mug and coaster gift set.	Ceramic mug and spoon, with wooden coasters. Individually packed in a black presentation box. Colours: White Branding specs: Position A: screen print Image:  Image colour: Blue 		Min 20
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19.	24hr Flask – 1 litre.	Size: 1 litre flask with insulated lid. Keeps liquids hot or cold for up to 24 hours. Colours: Blue, silver Branding specs: Position A: screen print Image:  Image colour: White, blue 		Min 20
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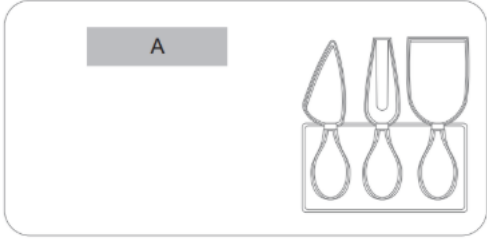
20.	Tumbler equivalent to the Vienna mug - 300ml.	Size: 155mm x 80mm diameter – 300ml Thermo tumbler with stainless steel outer and PP inner, secure screw lid and a large thumb slide drink seal. Colours: Silver, blue Branding specs: Position A: laser engraving Size: 35mm(w) x 60mm(h) Image:  Image colour: Blue, white		Min 20
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21.	Stainless steel tumbler – 350ml.	Size: 115mm(h) – 350ml Stylish cup with stainless steel outer and PP inner & lid with a soft Eva base. Packaged in a Serendipio grey gift box. Colours: Blue Branding specs: Position A: laser engraving Size: 30mm(w) x 40mm(h) Image:  Image colour: Silver		Min 20

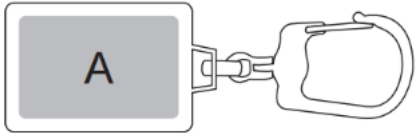
		 LASER		
22.	Coffee cup similar to a Stanley Cup.	Size: 1.18l Coffee cup similar to Stanley Cup. Double-wall vacuum insulation. Powder coat finish. FlowState™ screw-on 3-position lid with rotating cover for versatility. Reusable straw. Comfort-grip handle. Colours: Blue, white, silver Branding specs: Position A: laser engraving Size: 35mm(w) x 60mm(h) Image:		Min 20

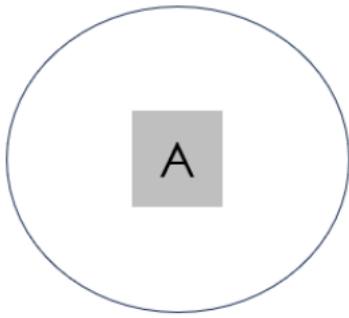
		 Image colour: Blue, white, silver 		
23.	Plastic Coaster equivalent to Casablanca Coaster.	Size: 90mm(l) x 90mm(w) Plastic coaster with full branding. Colours: Various Branding specs: Full branding Image: Various Image colour: Various		

				
24.	Bamboo cheese set equivalent to Okiyo Chizu bamboo cheese board set.	Bamboo cheese board with three stainless steel utensils. A cheese cutter, a cheese fork and cheese knife, each with a bamboo handle. Packaged in a natural kraft Okiyo gift box. Size: 380mm(l) x 17mm(w) x 185mm(h) Colours: Silver, bamboo Branding specs: Position A: laser engraving Size: 110mm(w) x 30mm(h) Image:  Image colour: Tonal wood variations. No branding on utensils.		Min 20

				
25.	Keyring equivalent to Pop bottle opener keyholder.	Size: 65mm (l) x 22mm (w) Colours: Blue, black Branding specs: Position A: direct to product (DP-B) Size: 30mm(w) x 15mm(h) Image:  Colour: White		Min 20

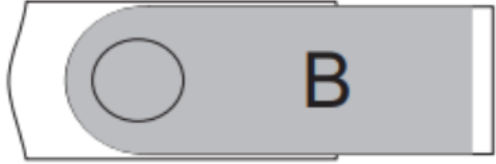
				
26.	Keyholder equivalent to Diagonal keyholder.	Double-sided stainless-steel dome keyholder with recess for domed sticker on both sides. Size: 40mm(l) x 25mm(w) Colours: White Branding specs: Position A: dome sticker Size: 38.5mm (w) x 24.7mm (h) (both sides) Second side may differ to above image. Image:  Image colour: Blue		Min 20

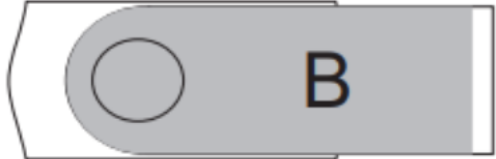
				
27.	Bag Hanger	Linked bag hanger, used to hang a handbag from a table. Colours: Silver Branding specs: Position A: dome sticker, engraving, pad printing. Image:  Image colour: Blue		Min 20

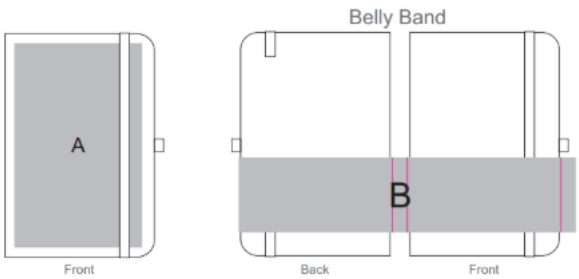
				
28.	Lanyard equivalent to Basix lanyard.	Lanyard with polyester/lobster hook and velcro safety closure. Branding specs: Position A: screen print Size: 735mm(w) x 15mm(h) Image:  Image colour: White 		Min 20

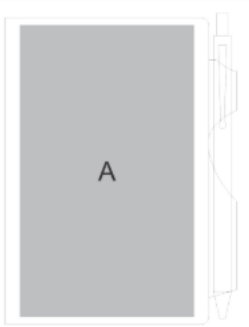
29.	4GB USB flash drive.	Flash drive with a metal swivel and a soft touch, white lacquered base. 4GB of memory with a USB 2.0 interface, packed in a transparent case. Size: USB: 55mm(l) x 20mm(w) x 10mm(h) Presentation case: 70mm(l) x 26mm(h) x 15mm(h) Colours: White base Blue, black or white swivel Branding specs: Position B: direct print Size: 44mm(w) x 16mm(h) (both sides) Image:  Image colour: On blue, black: white On white: blue 		Min 20
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30.	8GB USB flash drive.	Flash drive with a metal swivel and a soft touch, white lacquered base. 8GB of memory with a USB 2.0 interface, packed in a transparent case. Size: USB: 55mm(l) x 20mm(w) x 10mm(h) Presentation case: 70mm(l) x 26mm(h) x 15mm(h) Colours: White base Blue, black or white swivel Branding specs: Position B: direct print Size: 44mm(w) x 16mm(h) (both sides) Image:  Image colour: On blue, black: white On white: blue 		Min 20
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31.	32GB USB flash drive.	Flash drive with a metal swivel and a soft touch, white lacquered base. 32GB of memory with a USB 2.0 interface, packed in a transparent case. Size: USB: 55mm(l) x 20mm(w) x 10mm(h) Presentation case: 70mm(l) x 26mm(h) x 15mm(h) Colours: White base Blue, black or white swivel Branding specs: Position B: direct print Size: 44mm(w) x 16mm(h) (both sides) Image:  Image colour: On blue, black: white On white: blue 		Min 20
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32.	64GB USB flash drive	Flash drive with a metal swivel and a soft touch, white lacquered base. 64GB of memory with a USB 2.0 interface, packed in a transparent case. Size: USB: 55mm(l) x 20mm(w) x 10mm(h) Presentation case: 70mm(l) x 26mm(h) x 15mm(h) Colours: White base Blue, black or white swivel Branding specs: Position B: direct print Size: 44mm(w) x 16mm(h) (both sides) Image:  Image colour: On blue, black: white On white: blue 		Min 20
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33.	Notebook equivalent to standard A5 notebook.	Hard covered A5 notebook with 80 lined pages. Includes matching colour elastic closure, pen loop and ribbon. Colours: Blue Branding specs: Position A: deboss (BOS) Size: 100mm(w) x 160mm(h) Position B: belly band Size: 318mm(w) x 70mm(h) Image:  Image colour: White 		Min 20
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34.	A6 Notebook with pen equivalent to Nifty hard cover notebook & pen.	A6 mini notebook with 80 sheets and a mini pen. Size: 105mm(l) x 70mm(w) x 10mm(h) Colours: Blue Branding specs: Position A: pad printing Size: 60mm(w) x 40mm(h) Image:  Image colour: White 		Min 20
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35.	Ball pen equivalent to Billboard Dome ball pen.	Ball pen with black contrast and recessed clip for domed sticker application. Colours: Blue, white, black Branding specs: Position A: dome sticker Size: 41.8mm(w) x 8.8mm(h) Image:  Image colour: Blue 		Min 20
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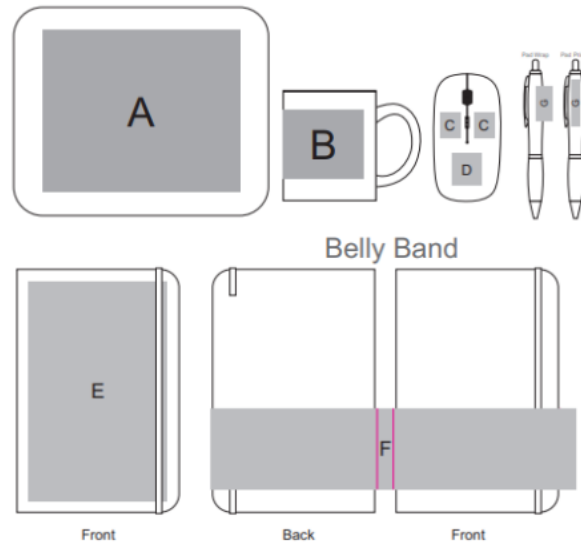
36.	Ball pen equivalent to Alex Varga Lyra ball pen.	Elegant ball pen with gold features and presented in a black case. Colours: Dark blue Branding specs: Position A: laser engraving Size: 55mm(w) x 5mm(h) Wording: <i>Kouga Municipality (or other)</i> Wording colour: White 		Min 20
37.	Ball pen equivalent to Andy Cartwright 'I Am South African' ball pen.	Funky design pen with 45 symbols and 10 tribal patterns embedded in this flag. Branding specs: Position A: laser engraving Size: 45mm(w) x 6mm(h) Wording: <i>Kouga Municipality (or other)</i> Wording colour: Blue 		Min 20

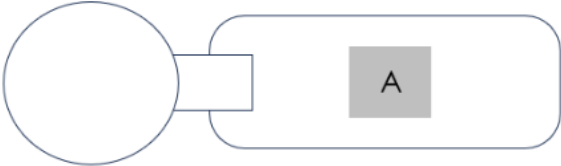
38.	Gift set equivalent to Omega Allstar gift set.	A stylish gift set consisting of five (5) office essentials: • Matching notebook • Pen • Coffee mug • Mouse pad • Mouse Colours: Blue Branding specs: Mousepad: Position A: screen print Size: 100mm(w) x 100mm(h) Cup: Position B: screen wrap Size: 140mm(w) x 60mm(h) Mouse: Position C & D: pad print Size: 25mm(w) x 28mm(h) Notebook: Position E: Deboss (BOS) Size: 100mm(w) x 160mm(h) Position F: belly band Pen: Position G: wrap print Size: 30mm(w) x 14mm(h)		Min 20
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Image:

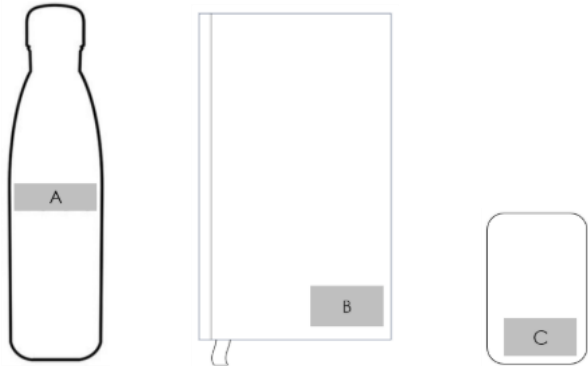


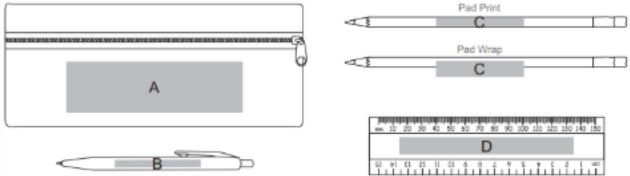
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White

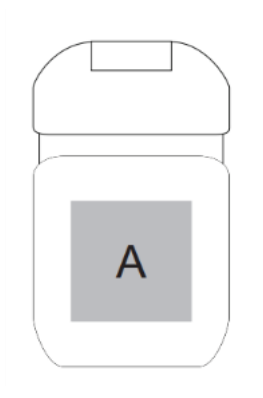


39.	Gift set equivalent to Cullen gift set.	Gift set with leather trimming and presented in a black case: • Ball point pen • Key holder • Business card holder Colour: Black and silver Branding specs: Position A on key holder: pad print Image:  Colour: Silver 		Min 20
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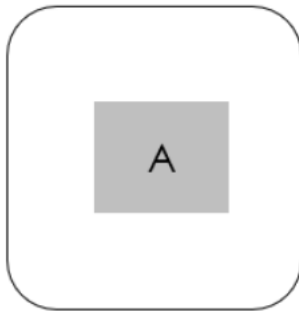
40.	Gift set equivalent to Alex Varga Ferullus.	This Alex Varga gift set is presented in an elegant 2-piece box with velvet-touch inner: • Vacuum flask – 1 000ml • Notebook – A5, soft cover and 192 lined pages • Ball pen • Power bank – 10 000mah Colour: Black and silver Branding specs: Position A on flask: screen wrap, pad print Position B on notebook: debossing, pad print Position C on power bank: pad print, laser engraving Image:  Colour: Silver		Min 20
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41.	Stationery set equivalent to Aptitude stationery set.	Stationery set consisting of: • Pencil bag • Ball pen with black German-manufactured ink • Plastic ruler • Linden wood pencil • Steel sharpener • Synthetic rubber eraser Size: Pencil bag: 190mm(l) x 150mm(w) x 10mm(h) Pen: 150mm(l) Pencil: 160mm(l) Ruler: 150mm(l) Sharperner : 25mm(l) x 15mm(w) x 105mm(h) Eraser: 25mm(l) x 15mm(w) x 05mm(h)) Colours: Blue, white Branding specs: Position A: screen printing		Min 20

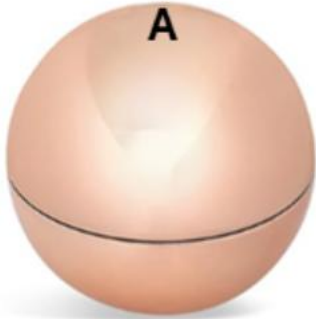
		Size: 120mm(w) x 35mm(h) Position B: pad print – 4 colours Size: 60mm(w) x 7mm(h) Position C: pad print – 2 colours Size: 60mm(w) x 5mm(h) Position D: direct to product Size: 150mm(w) x 15mm(h) Image:  Image colour: White 		
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42.	30ml sanitizer equivalent to Bac-Away gel hand sanitizer.	Hand sanitizer containing 62% ethyl alcohol. Size: 67mm(l) x 40mm(w) x 22mm(h) Colours: Blue, white Branding specs: Position A: digital vinyl sticker Size: 25mm(w) x 25mm(h) Image:  Image colour: Blue 		Min 20
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43.	70% alcohol wet wipes - 20 pack	Wet Wipes containing 70% ethyl alcohol – 20 pack. Colours: Blue, white Branding specs: Position A: digital vinyl sticker Image:  Image colour: Blue, white 		Min 20
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44.	Lip balm – 7g equivalent to Cubitz lip balm.	Vanilla flavoured lip balm packaged in a 7g plastic container. Branding specs: Position A: digital vinyl sticker, pad printing Image:  Blue Colour: 		Min 20
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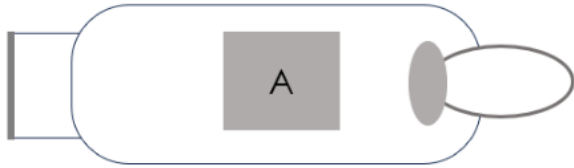
45.	Lip balm – stick.	Vanilla flavoured stick lip balm with SPF 15 protection. Colours: Black, blue, white Branding specs: Position A: digital vinyl sticker, pad printing Image:  Colour: Blue 		Min 20
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46.	Lip Balm Ball – 12g.	Vanilla flavoured lip balm ball with SPF 15 protection. Colours: Blue, white, rosegold Branding specs: Position A: digital vinyl sticker, pad printing Image:  Image Colour: On white, rosegold: Blue On blue: White 		Min 20
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47.	Sunblock – 10 ml.	Sunblock with SPF 30, packaged in a convenient 10ml spray bottle. Colours: Transparent Branding specs: Position A: digital vinyl sticker Image:  Colour: Blue 		Min 20
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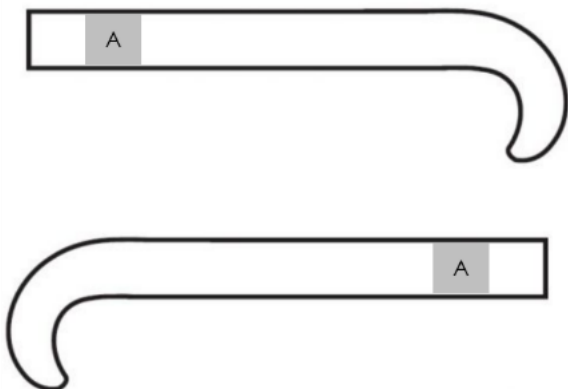
48.	Sunblock – 20ml	Sunblock with SPF 30, packaged in a convenient 20ml tube. Colours: Transparent Branding specs: Position A: digital vinyl sticker, pad printing Image:  Colour: Blue 		Min 20
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49.	Sunblock equivalent to Coastal Sunblock – 13g	Sunblock with SPF 30, packaged in a convenient 13g tube. 7.5 (l) x 3.5 (w) x 1.7 (h) Colours: White Branding specs: Position A: digital vinyl sticker, pad printing Image:  Colour: Blue 		Min 20
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50.	Protector sunblock - 30ml.	Sunblock packaged in a 30ml plastic bottle. Size: 103mm(l) x 38mm(w) x 30mm(h) Colours: White Branding specs: Position A: digital vinyl sticker Size: 25mm(w) x 45mm(h) Image:  Image colour: Blue 		Min 20
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51.	Travel Care Set equivalent to Cinco Travel Care Set	Travel Care Set 13.5mm (l) x 11mm (w) x 20mm (h) Each spray tube is filled with 10ml of liquid and is clearly labeled. 1. Hand Sanitiser: Citrus Fragrance (62% Ethyl Alcohol) 2. SPF30 Sunblock Lotion; Vanilla Fragrance 3. After-Sun Spray: Aloe Fragrance 4. Insect Repellent: Natural Fragrance 5. Insect Bite Relief Spary: Natural Fragrance All Products FDA Approved Colours: White / Transparent Branding specs: Position A: digital vinyl sticker, pad printing on outside Position B: digital vinyl sticker, pad printing on all five tubes Image:  Colour: Blue		Min 20
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52.	Sunglasses equivalent to Malter sunglasses.	Sunglasses with UV400 protection and matte finish frame. It is fitted with black lenses. Colours: Black, blue, white Branding specs: Position A: pad print Image:  Colour: On black, blue glasses: white		Min 20

		On white glasses: blue 		
53.	Stationery set equivalent to Pulse stationery set.	Stationery set consisting of: • Pulse stationery case • Scholastic 15 cm ruler • Matching colour pen • Brainiac pencil • Plastic sharpener Colours: Blue, white, black, red Branding specs: Position A: pad print Size: 60mm(w) x 25mm(h) Position B: pad print Size: 60mm(w) x 13mm(h) Position C: pad print Size: 55mm(w) x 5mm(h)		Min 20

Position D: pad print
Size: 60mm(w) x 5mm(h)

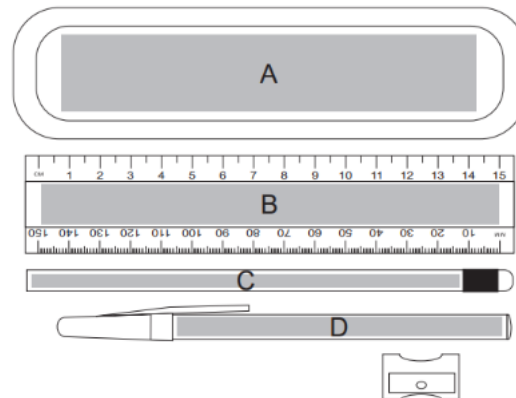
Image:



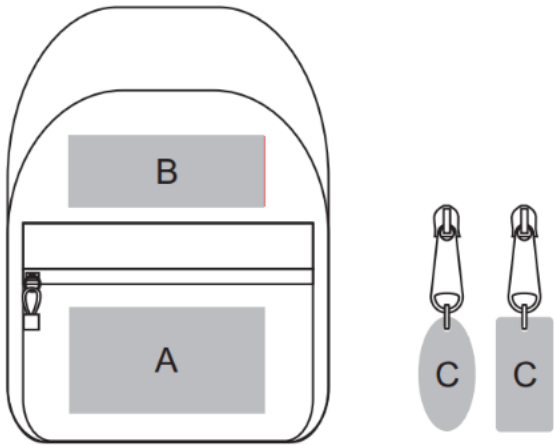
Image colour:

On blue, black, red: white

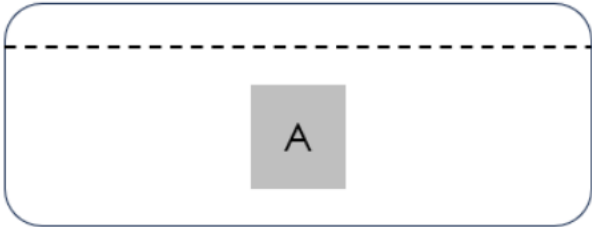
On white: blue

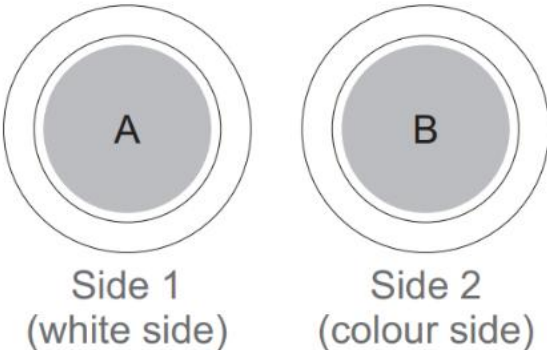


54.	Backpack equivalent to Sahara backpack.	Schoolbag/backpack with three (3) zip compartments. Size: 350mm(w) x 170mm(d) x 450mm(h) Colours: Blue, navy, black, grey Branding specs: Position A & B: digital direct transfer Size: 148mm(w) x 100mm(h) Position C: zip puller Size: 15mm(w) x 30mm(h) Image:  Image colour: White		Min 20
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55.	Aluminium water bottle equivalent to Serendipity water bottle - 650ml.	Size: 233mm(h) - 650ml aluminium water bottle with blue lid. Colours: White Branding specs: Position A: screen wrap Size: 140mm(w) x 130mm(h) Image:  Image colour: Blue		Min 20

				
56.	First aid kit equivalent to Medic first aid kit.	Essential versatile low cadmium first aid kit which is AZO free EN13485 compliant. The polyester zippered pouch includes: • 1 x triangle bandage • 1 x PBT bandage • 4 x alcohol pads • 1 x swab • 5 x plasters • 1 x scissors • 2 x safety pins • 1 x tape Size: 135mm(l) x 69mm(w) x 46mm(h) Colours: White Branding specs: Position A (front of bag): screen print Size: 60mm(w) x 25mm(h) Image:		Min 20

		 Image colour: Blue 		
57.	Yo-yo equivalent to Yomega two-tone yo-yo.	Blue and white toy yo-yo. Size: 37mm(h) x 55mm(diagonal) Colours: Blue and white Branding specs: Both sides of item Position A, B: pad print Size: 30mm diameter Image:  Image colour: On white side: blue On blue side: white		Min 20

		 Side 1 (white side) Side 2 (colour side)		
58.	Mints equivalent to Clic-Clac mints.	A great peppermint-flavoured inexpensive giveaway. Kouga Municipality's logo will look great with a full colour sticker on the lid. Colours: White, silver, blue Branding specs: Position A: vinyl sticker Size: 40mm diameter Image:  Image colour: On blue: white On white: blue On silver: blue		

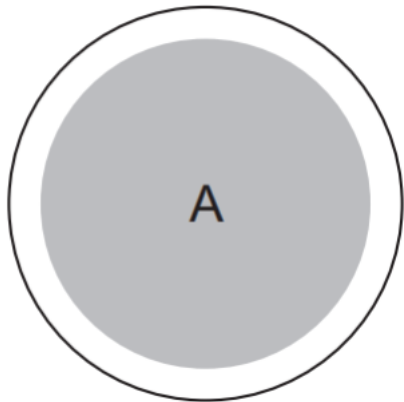
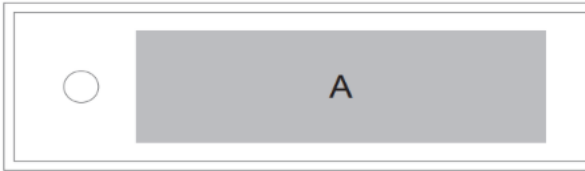
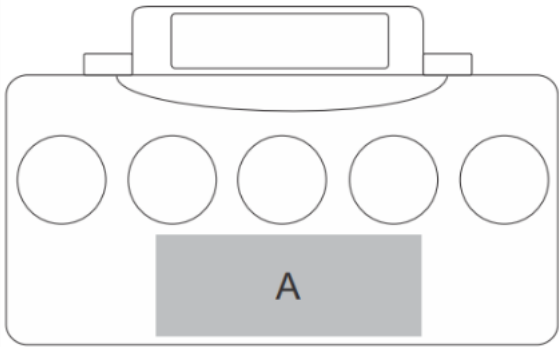
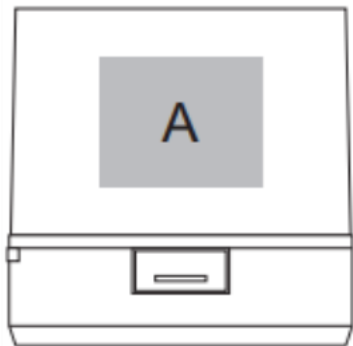
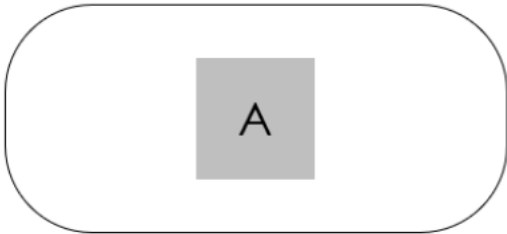
				
59.	Domino set equivalent to Emilia domino set.	28 plastic dominoes presented in a natural wood box with slider lid. Box Size: 150mm(l) x 50mm(w) x 30mm(h) Colours: Black, wood Branding specs: Position A: laser engraving Size: 100mm(w) x 30mm(h) Image: 		Min 20

		Image colour:  Brown		
60.	Aura highlighter set	Transparent plastic case with 5 mini highlighters. Case Size: 130mm(l) x 85mm(w) x 20mm(h) Colours: Transparent Branding specs: Position A: screen print Size: 60mm(w) x 15mm(h) Image:  Image colour: Blue		Min 20

				
61.	A4 plastic frame	A4 frame. Size: 210mm(w) x 297mm(l) Colours: Gold, silver, black, white, navy Branding specs: No branding required.		Min 20
62.	A4 steel / metal frame.	A4 frame. Size: 210mm(w) x 297mm(l) Colours: Gold, silver, black, white, navy Branding specs: No branding required.		Min 20

63.	A4 aluminium frame.	A4 frame. Size: 210mm(w) x 297mm(l) Colours: Gold, silver, black, white, navy Branding specs: No branding required.		Min 20
64.	Speaker equivalent to Nexus Bluetooth speaker.	ABS supports playback from smartphones, tablets or most other Bluetooth compatible audio devices TF card function internal, rechargeable lithium polymer battery recharges via USB cable (included). Size: 53mm(h) x 58mm(diagonal) Colours: Blue, black Branding specs: Position A: pad print Size: 25mm(w) x 14mm(h) Image:  Image colour: White		Min 20

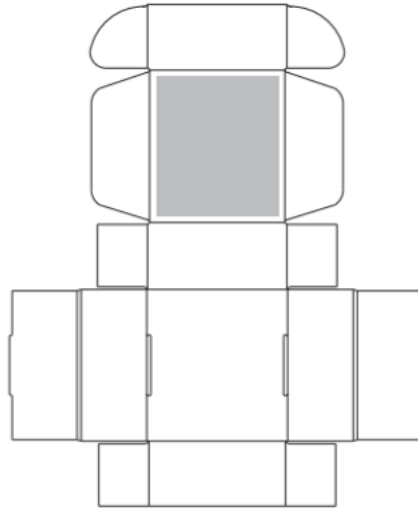
				
65.	Power bank travel kit.	Black carry case with interior mesh pocket and includes: • 10 000mah power bank • USB car charger • 2-pin plug USB phone charger • 3-in-1 USB cable Colours: Black Branding specs: Position A on carry case: pad print Image:  Image colour: White		Min 20

				
66.	Power bank equivalent to Shake and Start power bank.	Power bank equivalent to Shake and Start power bank and includes: • 10 000mah power bank • USB car charger • 2-pin plug USB phone charger • 3-in-1 USB cable Colours: Black Branding specs: Position A on carry case: pad print Image:  Image colour: White		

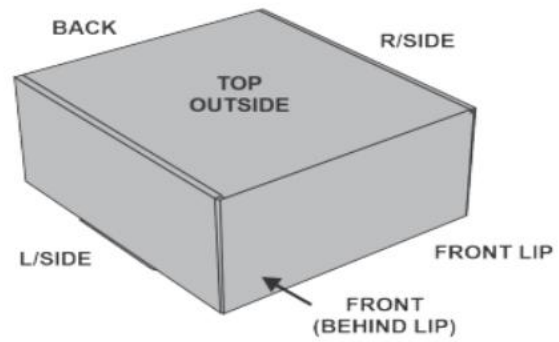
				
67.	Kilobyte USB pen and laser pointer.	USB pen and laser pointer with USB storage of 8GB supplied in a black microfibre presentation pouch. Pen with black German ink/version 2.0 and laser pointer at the back of the pen. Colours: Black, blue, navy Branding specs: Position A: pad print, screen print Image:  Image colour: White		Min 20

				
68.	Gift box equivalent to Bianca gift box B.	Foldable cardboard gift box. It is made from 1.2mm E-flute corrugated board and natural colour inside and out. Size: 200mm(l) x 225mm(w) x 95mm(h) Colours: Natural Branding specs: Position A: digital print Size: 423mm(w) x 738mm(h) Image:  Image colour: Blue		Min 20

A

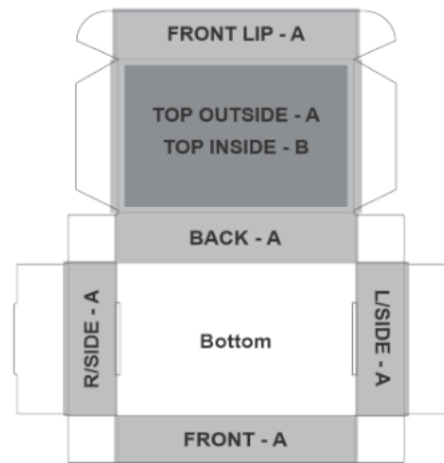


FOLDED CLOSED

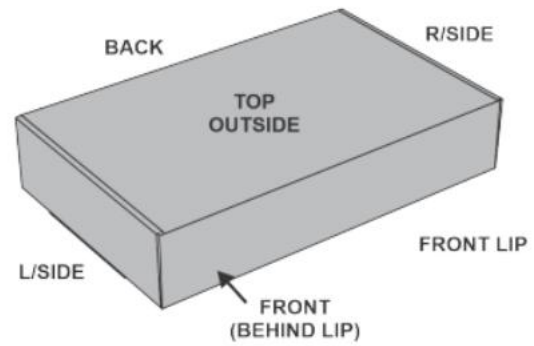


69.	Gift box equivalent to Bianca gift box A.	Foldable cardboard gift box. The kraft finish of this box gives it a natural, genuine look and feel. It is made from 1.2mm E-flute corrugated board and natural colour inside and out. The self-erect box is delivered flat for transport purposes, but it is quick and easy to assemble. Size: 300mm(l) x 190mm(w) x 60mm(h) Colours: Natural Branding specs: Position A: digital print Size: 450mm(w) x 563mm(h) Image:  Image colour: Blue		Min 20
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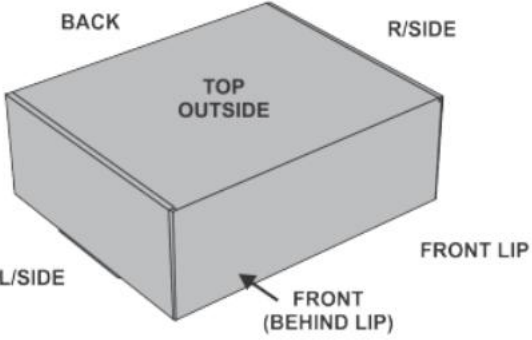
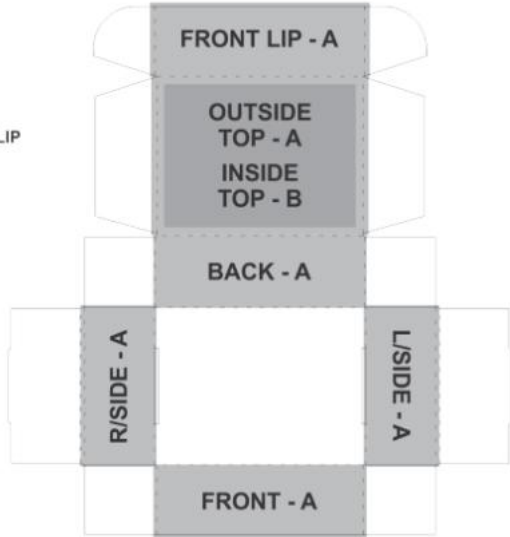
UNFOLDED FLAT



FOLDED CLOSED



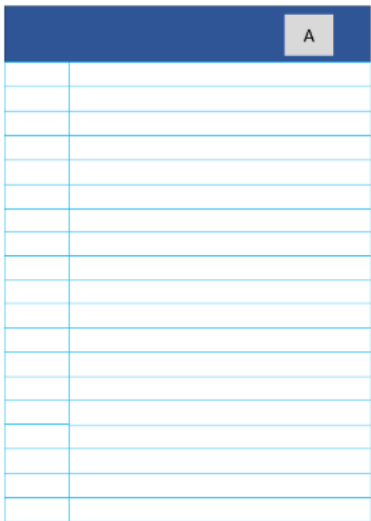
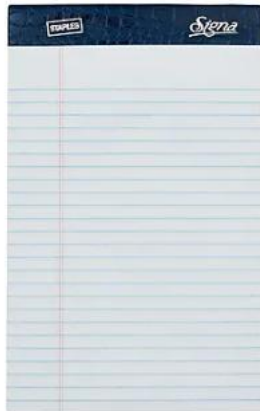
70.	Gift box equivalent to Bianca gift box A	Foldable cardboard gift box. The kraft finish of this box gives it a natural, genuine look and feel. It is made from 1.2mm E-flute corrugated board and natural colour inside and out. The self-erect box is delivered flat for transport purposes, but it is quick and easy to assemble. Size: 300mm(l) x 230mm(w) x 100mm(h) Colours: Natural Branding specs: Position A: digital print Size: 535mm(w) x 5767mm(h) Image:  Image colour: Blue		
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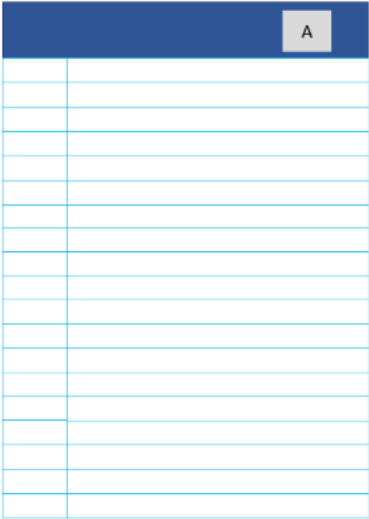
		 3D perspective view of a box. Labels: BACK (top-left face), R/SIDE (top-right face), TOP OUTSIDE (top face), L/SIDE (bottom-left face), FRONT LIP (bottom-right face), and FRONT (BEHIND LIP) (bottom face, indicated by an arrow pointing to the front edge).  2D unfolded flat layout of the box. Labels: FRONT LIP - A (top flap), OUTSIDE TOP - A (top face), INSIDE TOP - B (bottom face), BACK - A (back face), R/SIDE - A (right side face), L/SIDE - A (left side face), and FRONT - A (bottom face). The word LIP is also present on the left side of the top flap.		
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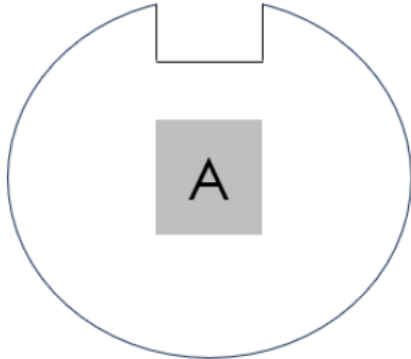
71.	Gift box equivalent to Bianca mug gift box.	Foldable cardboard gift box. The kraft finish of this box gives it a natural, genuine look and feel. It is made from 1.2mm E-flute corrugated board and natural colour inside and out. The self-erect box is delivered flat for transport purposes, but it is quick and easy to assemble. Size: 118mm(l) x 89mm(w) x 125mm(h) Colours: Natural Branding specs: Position A: digital print Image:  Image colour: Blue		Min 20
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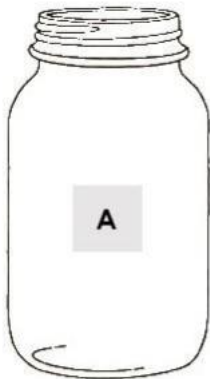
		UNFOLDED FLAT FOLDED CLOSED OPEN SIZE OF BOX: 440 x 90 x 425 mm		
72.	Brandable wall clock (300mm).	Brandable wall clock: • Round clock with mechanism - 300 mm diameter • Dial should be numbers • Background colour: white • Other colour: blue • Fully customisable • Artwork and font to be branded with be issued Example:		Min 20

				
73.	Hotel/ conference A5 lined notepad.	Branded 60gsm A5 lined notepad with approx. 50 sheets. Branding specs: Position A: digital print Size: 140mm(w) x 60mm(h) Image:  Image colour: White		Min 20

				
74.	Hotel/ conference A4 lined notepad.	Branded 60gsm A4 lined notepad with approx. 50 sheets. Branding specs: Position A: digital print Size: 140mm(w) x 60mm(h) Image:  Image colour: White		Min 20

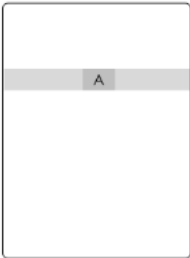
				
75.	Round licence disk holder.	Licence disk holder provided with double sided tape for easy attachment. Available in solid and clear colours. Branding specs: Position A: digital print Size: 140mm(w) x 60mm(h) Image:  Image colour: On blue: white On white, clear: blue		Min 20

				
76.	Locally Produced Honey – 100g.	Locally (Kouga region) produced pure honey in a clear 100g glass bottle with twist on lid. Branding specs: Position A: digital print Size: 140mm(w) x 60mm(h) Image:  Image colour: On blue: white On white, clear: blue		Min 20

				
77.	Locally Produced Honey – 10g.	Locally (Kouga region) produced pure honey in a clear 10g sachets. Branding specs: Position A: digital print Size: 140mm(w) x 60mm(h) Image:  Image colour: On blue: white On white, clear: blue		Min 20

				
78.	Locally produced coffee – 100g in eco-friendly paper bag.	Locally (Kouga region) produced coffee in an eco-friendly paper bag.		Min 20

79.	Locally produced coffee – 275g in eco-friendly paper bag.	Locally (Kouga region) produced coffee in an eco-friendly paper bag.		Min 20
80.	A4 zip-around folder.	The sleek folder is crafted with bonded leather and a zipper. The case has a wide pocket and a business card holder inside. The writing pad and the pen loop just add a touch of added functionalities. Features: Business card holder/ID holder Writing pad & pen loop and metal branding plate Zippered pocket Zipper closure Size: 340mm(l) x 260mm(w) x 35mm(h) Colours: Black Branding specs: Position A: laser engraving		Min 20

		Metal place in the top middle, outer cover Image:  Image colour: Black 		
81.	A5 zip-around folder.	The sleek folder is crafted with bonded leather and a zipper. The case has a wide pocket and a business card holder inside. The writing pad and the pen loop just add a touch of added functionalities. Features: Business card holder/ID holder Writing pad & pen loop and metal branding plate Zippered pocket Zipper closure Size: 235mm(l) x 185mm(w) x 35mm(h) Colours: Black, brown, navy Branding specs:		Min 20

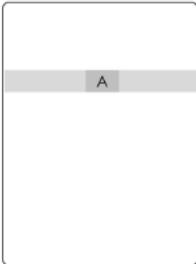
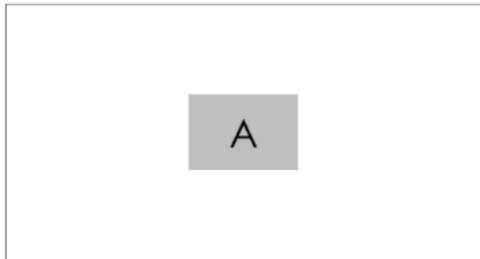
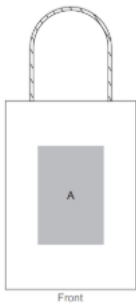
		Position A: laser engraving Metal place in the top middle, outer cover Image:  Image colour: Black, brown, navy 		
82.	Fridge magnet.	Fridge magnet Size: 90mm(w) x 60mm(h) Colours: Blue, white Branding specs: Position A: screen printing Image: 		Min 20

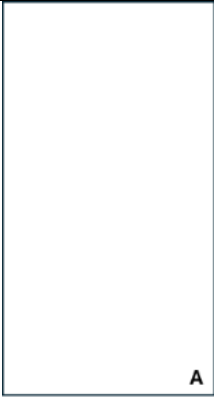
		Image colour: On blue: white On white: blue 		
83.	Silicone wristbands.	Silicone wristbands that is flexible and water-resistant. Size: 202mm(l) X 12mm(w) Colours: Various Branding specs: Position A: Ink-injected Image:  Image colour:		Min 20

		Blue, white 		
84.	Metal pocket torch with LED lights.	Metal Pocket torch with LED lights Size: 1.7cm x 5.3cm Colour: Blue Branding specs: Position A: Pad print Image:  Image colour: White		Min 20

				
85.	Tote equivalent to Okiyo Shinrin Jute	Natural vegetable fibre bag (jute) with long cotton handles and button loop closure. Size: Size 450mm(w) x 140mm (d) x 350mm(h) Colour: Natural Branding specs: Position A: screen print Size: 160mm(w) x 160mm(h) Image:  Image colour: Blue		Min 20

		 Front		
86.	Okiyo Seiri Cork Desk Pad equivalent to Okiyo Seiri Cork Desk Pad	Large desk pad made partially from natural cork with non-slip blak rubber base. Size: 600mm(l) x 400mm(w) Size: Size 450mm(w) x 140mm (d) x 350mm(h) Colour: Natural Branding specs: Position A: screen print Size: 160mm(w) x 160mm(h) Image:  Image colour: Blue		Min 20

				
87.	Hand towel	Hand towel - 600gsm, 100% cotton. Size: 500mm(w) x 900mm(l) Colour: Various Branding specs: Position A: Embroidered Size: 100mm(w) x 50mm(h) Image:  Image colour: Various		Min 20

				
88.	Foam Peak Cap	Foam Peak Cap Size: 85mm x 230 x 3 with stretchy cord Colour: Various Branding specs: Position A: Digital or Silkscreen Image:  Image colour:		Min 20

		Various 		
89.	Frisbee	Frisbee – Plastic concave disk, used by sailing between two or more players. Colour: Blue or white Branding specs: Position A: Silkscreen Image:  Image colour: Blue or white		Min 20

				
90.	Two-toned inflatable beach ball	Two-tone inflatable beach ball features: Inflatable beach ball BSCI 2-tone 26cm Colour: Blue /White		Min 20

91.	Waterproof beach box	Waterproof beach box – plastic Colour: Black, blue and white Branding specs: Position A: Pad Print Image:  Image colour: Blue or white 		Min 20
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KOUGA LOCAL MUNICIPALITY
NOTICE NO: 213/2025
SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR
PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. NO correction fluid/tape may be used.
 - a. In the event of a mistake having been made; it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
6. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.
7. Rates inserted should be applicable from date of appointment. The applicable measure for escalation shall apply. Proof to be provided for any request for increase, please see tender conditions point 1.

NB! AWARD WILL BE MADE PER SECTION

NB! TOTAL PER SECTION WILL BE USED FOR EVALUATION PURPOSES ONLY. UNIT RATES WILL APPLY FOR INVOICING AND PAYMENT

SECTION A: ITEMS 1-6 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION B: ITEMS 7-13 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION C: ITEMS 14-23 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION D: ITEMS 24-28 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION E: ITEMS 29-32 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION F: ITEMS 33-37 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION G: ITEMS 38-43 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION H: ITEMS 44-46 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION I: ITEMS 47-51 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION J: ITEMS 52-67 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION K: ITEMS 68-71 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION L: ITEMS 72-91 WILL BE AWARDED TO ONE (1) SERVICE PROVIDER

SECTION A				
ITEM DESCRIPTION	LEAD TIME NOT EXCEEDING 20 WORKING DAYS	UNIT PRICE EXCLUDING VAT	VAT	UNIT PRICE INCLUDING VAT
Paper gift bag equivalent to Memento ecological mini gift bag				
Paper gift bag equivalent to Memento ecological midi gift bag				
Paper gift bag equivalent to Memento Ecological maxi gift bag				
Gift bag equivalent to Dazzle mini gift bag				
Gift bag equivalent to Dazzle midi gift bag				
Gift bag equivalent to Dazzle maxi gift bag				
TOTAL				

SECTION B				
Drawstring bag				
Shwe Shwe Drawstring bag				
Should bag equivalent to Vancouver shoulder bag				
6-can-cooler equivalent to Buddy cooler				
Shwe Shwe 6-can-cooler equivalent to Buddy cooler				
Cooler Box – 8l				
Braai set				
TOTAL				
SECTION C				
500ml water bottle equivalent to Stella water bottle				
Kooshty swing glass water bottle – 650ml				
300ml tumbler equivalent to				

Manhattan double-wall tumbler				
Mug equivalent to Miramar mug - 215ml				
Mug and coaster gift set				
24hr Flask – 1 litre				
Tumbler equivalent to the Vienna mug - 300ml				
350ml Tumbler				
Coffee Cup similar to a Stanely Cup – 1.18l				
Plastic Coaster equivalent to Casablanca Coaster				
TOTAL				
SECTION D				
Bamboo cheese set equivalent to Okiyo Chizu bamboo cheese board set				
Keyring equivalent to Pop bottle opener keyholder				
Keyholder equivalent to diagonal keyholder				

Bag hanger				
Lanyard equivalent to Basix lanyard				
TOTAL				
SECTION E				
4GB USB flash drive				
8GB USB flash drive				
16GB USB flash drive				
64GB USB flash drive				
TOTAL				
SECTION F				
Notebook equivalent to Stanford A5 notebook				
A6 Notebook with pen equivalent to Nifty hard cover notebook & pen				

Ball pen equivalent to Billboard dome ball pen				
Ball pen equivalent Alex Varga Lyra Ball Pen				
Ball pen equivalent to Andy Cartwright 'I Am South African' ball pen				
TOTAL				
SECTION G				
Gift set equivalent to Omega allstar giftset				
Cullen gift set				
Alex Varga Ferullus gift set				
Stationery set equivalent to Aptitude stationery set				
30ml sanitizer equivalent to Bac-Away gel hand sanitiser				
70% Alcohol wet wipes – 20 pack				
TOTAL				
SECTION H				

Cubitz lip balm – 7g				
Lip balm – stick				
Lip Balm Ball – 12g				
TOTAL				
SECTION I				
Blaze sunblock – 10ml				
Sunblock – 20ml tube				
Coastal Sunblock – 13g				
Protector sunblock – 30ml				
Travel Care Set				
TOTAL				
SECTION J				

Malter sunglasses				
Stationery set equivalent to Pulse stationery set				
Backpack equivalent to Sahara backpack				
Aluminium water bottle equivalent to Serendipity water bottle - 650ml				
First aid kit equivalent to Medic first aid kit				
Yo-yo equivalent to Yomega two-tone yo-yo				
Mints equivalent to Clic-Clac mints				
Emilia Domino Set				
Aura highlighter set				
A4 Plastic frame				
A4 Steel frame				
A4 Aluminium frame				
Speaker equivalent to Nexus Bluetooth speaker				

Power bank travel kit				
Shake and Start power bank				
Kilobyte USB pen and laser pointer				
TOTAL				
SECTION K				
Gift box equivalent to Bianca gift box B				
Gift box equivalent to Bianca gift box A				
Gift box equivalent to Bianca gift box A				
Gift box equivalent to Bianca mug gift box				
TOTAL				
SECTION L				

Brandable round wall clock (300mm)				
Hotel/conference A5 lined notepad				
Hotel/conference A4 lined notepad				
Round licence disk holder				
Locally produced honey – 100g				
Locally produced honey – 10g sachet				
Locally produced coffee – 100g in eco-friendly paper bag				
Locally produced coffee – 275g in eco-friendly paper bag				
A4 zip-around folder				
A5 zip-around folder				
Fridge magnet				
Silicone wristbands				
Metal pocket torch with LED lights				
Okiyo Shinrin Jute Tote				

Okiyo Seiri Cork Desk Pad				
Hand towel				
Foam peak cap				
Frisbee				
Two-toned beach ball				
Waterproof beach box				
TOTAL				

NAME OF TENDERER: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

COMPANY REPRESENTATIVE: _____

FORM OF OFFER AND ACCEPTANCE - COMPULSORY
NOTICE NO: 213/2025
SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A
PERIOD OF ONE (1) YEAR

1. I hereby undertake to render services/goods described in the attached bidding documents to Kouga Municipality in accordance with the requirements and task directives / proposals specifications stipulated in **Bid Number: 213/2025** 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 date of the 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 / Tax compliance Status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Specific goals 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 services 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. **The offered rates for the supply, delivery and offloading of branded promotional items for a period of one (1) year inclusive of Value Added Tax is correct.**
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

WITNESSES

1

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

ACCEPTANCE

TO BE COMPLETED BY THE ACCOUNTING OFFICER OF KOUGA MUNICIPALITY

By signing this part of the Form of Offer and Acceptance Kouga Municipality accepts the tender offer. This acceptance of this offer shall form an agreement between the municipality and the tenderer upon the terms and conditions contained in this document. By signing this form of offer and acceptance it constitutes a legal and binding contract between Kouga Municipality and the tenderer.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES

3

.

DECLARATION OF INTEREST- COMPULSORY

1. No bid 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 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:

3.2 Identity Number:

3.3 Position occupied in the Company (Director, trustee, shareholder)

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all the directors/ trustees/shareholders member, 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

.....
.....

3.9. Have you been in the service of the state for the past twelve months? **YES /NO**

3.9.1 If yes, furnish particulars.

.....

.....

3.10. Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state?

YES/NO

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES/NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any directors, trustees, managers, principal shareholders Or stakeholders of this company have any interest in 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 (applicable of employed by government (state))

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

Commissioner of Oaths

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 Point Scoring for BEE

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 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.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	8	4
3	6	3
4	4	2
5	3	1
6	2	1
7	2	1
8	2	1
Non-compliant contributor	0	0

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 Point scoring for tender

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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.

Below would be the allocation for Specific Goals:

No	Specific Goals Categories	Max points allocation	Evaluation Indicators
1	B-BBE Status Level Contributor	10	As for B-BBEE points allocation table above.
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	10 Points= Located within the boundaries of the Kouga Local Municipality 6 Points- Located within the boundaries of Sarah Baartman District Municipality 4 Points- Located within the boundaries of the Eastern Cape 1 Point- Outside of the boundaries of the Eastern Cape

- 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

- “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;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “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
- “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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

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

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:

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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:	
	
	
	

Compulsory Format for Sworn Affidavit for Exempted Micro Enterprise

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was less than R10,000,000.00 (Ten Million Rands)

• Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

Compulsory Format for Sworn Affidavit for Qualifying Small Enterprises

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

• Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

• Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - COMPULSORY

- 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>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 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

.....

Position

.....

Date

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION - COMPULSORY

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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

NOTICE NO: 213/2025: SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR

in response to the invitation for the bid made by:

KOUGA 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
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 Bidder

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.

KOUGA MUNICIPALITY

Attach resolution re authority of signatory

AUTHORITY FOR SIGNATORY

Companies submitting tenders must provide evidence that the person who signed the tender document has authority to do so, by attaching a copy of the relevant resolution of the Board of Directors, duly signed and dated, to this form. Alternatively, this form may be completed by competent authority.

By resolution of the Board of Directors at a meeting held on

Mr/Ms

Has been duly authorised to sign all documents in connection with this Tender on behalf of:

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

SIGNED OF BEHALF OF COMPANY:

IN HIS CAPACITY AS:

SIGNATURE OF SIGNATORY:

COMPANY STAMP:

INDEMNITY AGREEMENTS

SUPPLIER

"I the undersigned, having been given permission by the Municipal Manager to enter the property of the Municipality for purposes of deliveries and having recognised the inherent hazards that exist in premises of this nature, hereby acknowledge that I enter the said property entirely at my own risk and that I shall have no claim against the Municipality or any of its employees, agents or mandataries for any loss, damage or injury whether fatal or otherwise, whether or not same is a result of any negligent act or omission on the part of the Municipality or any of its employees or other independent contractors or is as a result of the use of defective materials or equipment supplied by the Municipality or by way of any human or mechanical error, default or failure occurring on the said property or by way of any other cause, nothing at all excepted. Further, I hereby hold the Municipality blameless for any damage, injury or loss suffered by any person or such person's dependants as a result of the said contractual work and I undertake to compensate fully the Municipality for any loss sustained by it through and by way of such contractual work".

SIGNED:

DATE:

WITNESS:

DATE:

WITNESS:

DATE:

JOINT VENTURE DECLARATION

Only to be completed if applicable

Submit your Joint Venture Agreement together with this annexure.

Section 1: Name of each enterprise: _____	
Address of each enterprise:	_____

Section 2: VAT registration number(s), if any: _____	
Section 3: CIDB registration number(s), if any: _____	
Section 4: Has an original valid Tax Clearance Certificate been submitted by each enterprise?	
YES ☐ NO ☐	
Section: 5 Percentage equity ownership by black persons (no franchise prior to elections).	%
Section: 6 Percentage equity ownership by women.	%
Section: 7 Percentage equity ownership by a person who has a disability.	%
Section: 8 Percentage of the contract value managed or executed by the HDI member.	%

SIGNED ON BEHALF OF TENDERER

KOUGA LOCAL MUNICIPALITY

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Kouga Municipality, or to any other municipality or municipal entity, are in arrears for more than 1 (one) month.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 1 (One) month.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: If the entity rents / leases premises, a copy of the rental/lease agreement must be submitted with this tender. Please refer to Instruction Page 3 of this document.

Signature	Position	Date

COMMISSIONER OF OATHS Signed and sworn to before me at, on this day of _____ 20__ by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience. COMMISSIONER OF OATHS: - Position: Address: Tel:	Apply official stamp of authority on this page:
--	---

KOUGA LOCAL MUNICIPALITY

NOTICE NO: 213/2025: SUPPLY, DELIVERY AND OFFLOADING OF BRANDED PROMOTIONAL ITEMS FOR A PERIOD OF ONE (1) YEAR

The tenderer must insert in the space provided below, a list of work (goods supplied) **similar in nature** to this Contract, completed by him/her during the past five years, or work presently being performed by his/her firm: -

Employer	Contact Person (Name, Tel No, e-mail)	Description of Work	Value of Work	Year Completed

SIGNED OF BEHALF OF THE TENDERER:

KOUGA MUNICIPALITY SUPPLIER DATABASE INFORMATION – PLEASE COMPLETE IF NOT UPDATED OR LISTED ON MUNICIPAL SUPPLIER DATABASE

1. BUSINESS PARTICULARS:

1.1 Name of Business as registered with the Registrar of Companies / Close Corporations (Legal Name)

.....

1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the registrar (Trading Name)

.....

1.3 Registration Number as registered with the Registrar of companies / close corporations (if applicable) **OR** identity number if sole proprietor

.....

1.4 Postal Address

.....

.....

.....

Postal Code:

Physical Address

.....

.....

.....

Postal Code:

Telephone Number: (.....) Fax No: (.....)

E-mail Address

.....

1.5 Contact Person for database and tenders

Contact name:

Cell Number:

Email address:

Telephone: (.....)

2. BANKING DETAILS - An original (signed and stamped) bank letter from the bank not older than three months, or an original cancelled cheque must be supplied. Also, the account holder must match the trading name of the organization.

2.1 Name of banking institution:

2.2 Branch Name:

2.3 Branch Code:

2.4 Town / City:

2.5 Banking account number:

2.6 Account type:

2.7 Account Holder (Name under which account is operated)

.....

3. COMMODITIES AND SERVICE PROVIDED

In order to identify your organization as a potential service provider, types of commodities or services rendered have to be classified.

<u>SECTOR CODE</u>	<u>SECTOR</u>	PLEASE TICK (✓)
SCM1	Agriculture	
SCM2	Mining and Quarrying	
SCM3	Manufacturing	
SCM4	Construction	
SCM5	Retail and Motor Trade	
SCM6	Catering, Accommodation	
SCM7	Transport and Storage	
SCM8	Finance and Business services	
SCM9	Repair /allied Services	
SCM10	Communications	
SCM11	Other trade	
SCM12	Community and Social Services	
SCM13	Personnel Services	

Please specify the appropriate commodity or service that your organization provides as well as the area of supply.

SERVICE	AREA WHERE SERVICE CAN BE RENDERED

*IF MORE SPACE IS NEEDED TO SPECIFY SERVICES, PLEASE ADD A PAGE

PRODUCTS	AREA WHERE PRODUCTS CAN BE SOLD

*IF MORE SPACE IS NEEDED TO SPECIFY SERVICES, PLEASE ADD A PAGE

4. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I / WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT:

1. The supplier will be required to furnish documentary proof of the claims, if requested to do so.
2. If the information supplied is found to be incorrect then the KLM may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/ contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier / contractor;

- (ii) Recover from the supplier / contractor all costs, losses or damages incurred or sustained by the KLM as a result of breach of the contract;
- (iii) Cancel the contract and claim any damages which the KLM may suffer by having to make less favourable arrangements after such cancellation; and /or
- (iv) De-register the supplier registered on the Supplier Database.

SIGNED ON THIS DAY OF 20..... AT

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE

.....

NAME IN BLOCK LETTERS

.....

IN HIS/HER CAPACITY AS

ON BEHALF OF THE (SUPPLIER'S NAME)

.....

5. DECLARATION OF INTEREST

1. No application 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 submit a database application. In view of possible allegations of favouritism, should the resulting registration, award 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:

3.2 Identity Number:

3.3 Position occupied in the Company (Director, trustee, shareholder).....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all the directors/ trustees/shareholders member, 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**

* 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);

3.8.1 If yes, furnish particulars

.....
.....

3.9. Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.

.....
.....

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

YES / NO

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.11.1If yes, furnish particulars

.....
.....

-
- (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

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.

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state?

YES / NO

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any directors, trustees, managers, principal shareholders Or stakeholders of this company have any interest in 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

.....

Authoring Signature

.....

Date

.....

Full name

.....

Capacity

.....

Witness

.....

Witness

Commissioner of Oaths

6. Undertaking

by

.....

(the "Supplier")

vis a vis the

Kouga Local Municipality

("KLM")

WITH THIS FORM PLEASE ATTACH A LATEST MUNICIPAL BILLING CERTIFICATE FOR THE BUSINESS PREMISES AND ALSO FOR ALL THE DIRECTORS, MEMBERS OR OWNERS OF THE BUSINESS. IF OFFICE PREMISES ARE BEING RENTED PLEASE ATTACH COPY OF LEASE AGREEMENT.

Whereas:

- (a) the Supplier delivers or renders services to KLM;
- (b) KLM is liable to pay the Supplier for goods delivered or services rendered; and
- (c) the Supplier is liable **to pay KLM or relevant Local Authority** any due municipal rates and taxes or municipal service charges and any other indebtedness **owed by the Supplier to the KLM or relevant Local Authority.**

Now therefore the Supplier undertakes the following:

- 1. In the event of the Supplier being in arrears in respect of any municipal rates and taxes, municipal services charges, or any other indebtedness owed by the Supplier to the relevant Local Authority; which is / are due:
 - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the KLM or relevant Local Authority for the payment thereof; and
 - 1.2 failing which, the KLM may set-off any such due indebtedness owed by the Supplier to the KLM from any amount owed by the KLM to the Supplier;
- 2. To co-operate with the KLM and to do all things and sign all such documents (and / or procure same to be done) as may be necessary or requisite in order to give proper and due effect to the terms of this undertaking or any matter arising there from in accordance with its intent and purpose;
- 3. No extension of time or indulgence granted by the KLM shall be deemed in any way to affect, prejudice or derogate from its rights in any respect in terms of this undertaking, nor shall it in anyway be regarded as a waiver of the KLM's rights hereunder; and
- 4. The Supplier shall not be entitled to cede any of its right's nor delegate any of its obligations in terms of this undertaking to any other person without the prior written consent of the KLM.

Thus done and signed by the Supplier at on..... 20

.....

(The Supplier) duly authorized

.....

Witness