



UMZIMVUBU
LOCAL MUNICIPALITY

**PROVISION OF SERVICES TO OPERATE A CAR WASH AND
KIOSK AT SOPHIA PARK KWABHACA**

APPLICATION FORM

Application instructions

1. This form must be fully completed and where necessary supporting documents be attached.
2. Ensure that the Application Checklist is completed/ marked for supporting documents.
3. Ensure that the Declaration is signed.

Part 1: Applicant Information

1. First Name: _____ 2. Surname: _____
3. Date of Birth: _____ 4. Gender (*Circle one option*): M / F
5. Cell Number: _____ 6. Email: _____
7. Physical Home Address: _____

8. Section/Location: _____ 9. Ward No. _____
10. Population Group (*X one option*): African | White | Indian | Coloured
11. Living with Disability: Yes | No If yes, please indicate: _____

Part 2: Business Information

12. Name of business: _____
13. Business Sector/ Industry: _____
- 14 Type of business entity: Close Corporation [cc] Private Company [Pty. Ltd]
Unregistered/Informal



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15. Company Registration Number (if applicable): _____

16. SARS Tax Number (if Applicable): _____ Permit No. (If Applicable): _____

17. Black Ownership _____ %

18. Black Female Ownership _____% Black Youth Ownership _____ %

List of active directors or member

Title (Mr, Mrs)	Name & Surname	ID Number	Designation

19. Business Address: _____

20. Business Contact: _____ Business Email: _____



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21. Describe your business. What do you sell? Who are your customers?

Please indicate the sector where the organization is active:

Sector	Tick	Sector	Tick
Agriculture		Tourism & Hospitality	
Manufacturing		Catering	
Cultural/Heritage/Arts		Contractors	
Kiosk		Retail & Motor Trade Repair Services	
Car Wash		ICT/Networking	
Other (specify)			

22. How long has the business been in operation: < less than a Year > More than 1 Year

More than 3 years

23. How involved are you in the business operation: Full-time Part-time

24. How many people working in your business (excluding yourself)? _____

25. Indicate average Monthly Sales of the business:

R0 - R5 000 R6 000 – R10 000 R11 000- R30 000 More than R30 000



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Part 3: Motivation

26. Why should you be considered (Provide a motivation for your application)?

Part 4: General Information

MUNICIPAL EQUIPMENT ON SITE

The municipality has installed the following equipment for effectiveness and efficiency:

- Galvanized Fenced Yard.
- Wash bays that accommodate four (04) Cars
- Dry bays that accommodate four Cars
- 5000 Litres water tank.
- One Toilet
- Storeroom for storage equipment
- Two concrete outside tables and four concrete chairs
- Restaurant Area with storeroom
- One water tap

PROJECT SPECIFICATION/CONTENT OF OPERATION

- Operate a kiosk with provision of own equipment.
- Oversee and monitor all operations and cleanliness of the premises.
- Payment of monthly rental as regulated by the municipality.
- Each carwash participant and the service provider appointed will contribute an amount determined through use of electricity and make required payment towards water bills.
- Submissions of quarterly reports to the municipality about the entire operations.
- Regularly reports about all damages and breakages that may occur on the premises.
- Management and cleanliness of the entire premises and /or building.
- The total number of carwash participants will be four (04) who will be operating on the premises.
- All carwash participants will provide their own working equipment except the ones that the municipality has already installed/provided.

DURATION

The contract will be for a period of one (01) year renewable subject to the standard of performance. The contract can be terminated at any time when there is proof of underperformance or substandard.



PROJECT MANAGEMENT

UMZIMVUBU

The service provider will work closely with Umzimvubu Local Municipality and the Youth/Disability Officer who is the designated project manager.

Evaluation Criteria

The bid will be evaluated on functionality: -

Criteria	Maximum points
Detailed Company profile with clear methodology on how to operate the carwash.	30
<ul style="list-style-type: none"> The company profile including brief history, Field of expertise on Kiosk/Carwash operation or related field. 	20
<ul style="list-style-type: none"> The company profile that does not include the car wash operations and KIOSK expertise or related field. 	10
The company is an SMME based in Kwa- Bhaca or EmaXesibeni with an experience in car wash operation/kiosk operation or similar/related field (Attach proof of residence).	25
Number of car wash participants	
1-2 participants (Attach their certified ID copies & proof of residence)	25
1-4 participants (Attach their certified ID copies & proof of residence)	15
TOTAL	100

Attachments to be submitted with this application Form.

- Business Registration Certificate (if applicable)
- Valid Tax verification pin (If applicable)
- Certified ID copy of applicant
- Proof of Residence of applicant, not older than 3 months or municipal rates clearance or statement for billable areas residents.
- Signed application form.

NB: Failure to provide the above will result to disqualification.

Generals Rules

- Applicants need to be South African citizens residing in Umzimvubu Local Municipality.
- Business must be 100% owned by South African Citizens.
- Business must at least have or be able to employ 100% local people who are South African.
- Fraudulent activities such as fronting, and misrepresentation will lead to direct disqualification.
- People working for the state will not be considered.
- Late applications will not be considered.



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Application Process

- SMMEs submitting incomplete applications will be disqualified and not considered.
- SMMEs are expected to submit all required and valid documentation for their application to be considered.
- SMMEs should ensure that they meet the eligibility Criteria before applying.
- **The municipality reserves the right to approve or decline an application.**
- Completed application forms with all required documents should be dropped off at the **the new municipal offices Dabula Street Sophia, Mount Frere 5090** –Tender box at the reception in an enclosed envelope.



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**Form of Offer (Rental Price per
Month)**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**Bid
Description**.....

**Contract
No**.....

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is:

Amount in Words.....

.....
.....

R..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature: (of person authorised to sign the tender):

Name: (of signatory in capitals):

Capacity: (of Signatory):

Name of Tenderer: (organisation):

Address:

.....

Cell number: email address:

Witness:

Signature:

Name: (in capitals):

Date:

[Failure of a Tenderer to sign this form will invalidate the tender]



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MBD 4

DECLARATION OF INTEREST

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 and/or take an oath declaring his/her interest.

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 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....
.....

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

3.7.1 If so, furnish particulars.

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

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



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3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....
.....

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

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

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

YES / NO

3.11.1 If so, furnish particulars.

.....



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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE

FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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.



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1.4 To be completed by the organ of state:

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.
- 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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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



$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 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)
100% Black Owned		10		
Female ownership		5		
Youth Owned		5		

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:



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- 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:

.....

.....

.....



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Declaration

I.....hereby declare that the information I have provided for this Provision of Services To Operate A Car Wash and Kiosk At Sophia Park KwaBhaca Application concerning me and my business, that it is true, and I give consent that my details be presented to Council and any other interested/ affected party for this application.

I commit to make myself available and fully participate in the SMME Development Programme as part of my Agreement and that I will give full cooperation to Umzimvubu Municipality and any agent appointed by it as part of this programme.

I fully understand that Umzimvubu Municipality is under no obligation to approve my application and will not be liable for any cost I have incurred in the process of this application.

Are you presently in the service of the state Yes No

Have you been in the service of the state for the past twelve months?
Yes No

Applicant's Signature:

- **Closing Date: 18 September 2023; 12H00.**

NO LATE SUBMISSIONS WILL BE ACCEPTED





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SUPPORTING DOCUMENTS

Ensure that ALL necessary supporting documents are attached. Use the table below in ensuring that you have the correct required documents.

Note that certified documents must not be older than 3 months.

APPLICATION CHECKLIST	Please mark with X if documents are attached
Completed the application in full	
Attached certified copy of ID or IDs of Company Directors	
Attached proof of residence/Municipal billing	
Attached Business registration certificate	
Attached proof of SARS Tax application or SARS Tax Certificate	
Attached Business Profile/ Plan	

