Laingsburg

Munisipaliteit

Munisipale-geboue
Privaatsak X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Faks No. (023) 5511 019

Municipality

Municipal Buildings
Private Bag X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Fax No. (023) 5511 019

E-pos / E-mail : scm@laingsburg.gov.za

NOTICE: 116 / 2026
FORMAL WRITTEN PRICE QUOTATION: SCM-Q-2026-27-034

PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES

Laingsburg Municipality is requesting formal written price quotations from suitably established and capable service providers for the provision of email and website hosting services for a period of twelve (12) months.

Bids may only be submitted on the bid documentation issued by the Municipality. Bid documents are available from Laingsburg Municipality, Municipal Buildings, 02 Van Riebeeck Street, Laingsburg from **20 October 2026** during working hours **(08:00 – 16:15).**

Bids must reach the SCM Offices by no later than **29 October 2026 @ 12:00 p.m.** via the following means of communication:

1. **Email:** scm@laingsburg.gov.za;
   Electronic submission (Email, no faxes allowed)
   Documentation to be emailed to the Supply Chain Management Unit.

The **bid must be valid for a period of 60 days** after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The successful bidder must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on www.csd.gov.za

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal written price quotation, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

Telegraphic, telephonic, facsimile and late bids will not be accepted.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).

Queries relating to this tender may be addressed to:

Technical Queries	Supply Chain Management Queries	Document Queries
Mr Realdo Pedro Tel: 023 551 1019 rpedro@laingsburg.gov.za	Mr Keith Gertse Tel: 023 551 1019 scm@laingsburg.gov.za	Mr Nico Quinn Tel: 023 551 1019 scm@laingsburg.gov.za

J BOOYSEN
MUNICIPAL MANAGER

20 OCTOBER 2026

MUNISIPALITEIT MUNICIPALITY uMASIPALA

FORMAL WRITTEN PRICE QUOTATION

NOTICE NUMBER:		**116 / 2026**	
FWPQ NUMBER:		**SCM-Q-2026-27-034**	
FWPQ DESCRIPTION:		**Provision of email, domain and website hosting services**	
CLOSING DATE:	**29 OCTOBER 2026**	**CLOSING TIME:**	**12:00 pm**
Email: **scm@laingsburg.gov.za** MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900		**NB:** 1. All bids must be submitted on the official forms – (not to be retyped) 2. Bids must be completed in black and white **3. No bids will be considered from persons in the service of the state**	
Name of Bidder:			
Total Bid Price:			
Estimated Delivery / Completion Period:		**Period of twelve (12) months**	
B-BBEE Status Level of Contributor:			
B-BBEE Status Level of Contributor points claimed:		**…… (maximum of 10 points)**	
Locality of supplier points claimed:		**…… (maximum of 10 points)**	

B-BBEE certificates or Sworn Affidavits submitted with the bid document MUST be VALID ORIGINAL BBBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES OR SWORN AFFIVADITS

BIDDERS MUST SUBMIT VALID CERTIFIED PROOF OF REGISTERED BUSINESS WITHIN THE BOUNDARIES OF THE CENTRAL KAROO IN ORDER TO QUALIFY FOR LOCALITY OF SUPPLIER POINTS

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LAINGSBURG MUNICIPALITY REQUEST FOR QUOTATION NOTICE AND INVITATION TO BID			
ADVERTISED IN:	**MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE**		
FWPQ NO:	**SCM-Q-2026-27-034**	**NOTICE NO:**	**116 / 2026**
PUBLISHED DATE:	**20 OCTOBER 2026**	**DEPARTMENT:**	**FINANCIAL SERVICES: ICT**
Request for Written Quotation:	**Provision of email, domain and website hosting services**		
CLOSING TIME AND DATE:	NO LATER THAN **12:00 pm**	**ON THE DATE:**	**29 OCTOBER 2026**
	Bids must be submitted on the official forms and must be returned via: *Email*: **scm@laingsburg.gov.za** **MUNICIPAL BUILDINGS** **02 VAN RIEBEECK STREET** **LAINGSBURG** **6900**		

BID RULES:

1. Bids are to be completed in accordance with the conditions and bids rules contained in the bid document.
2. Bids may only be submitted on the bid documentation issued by the Municipality.
3. The Laingsburg Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
4. Bids are subject to the Laingsburg Municipality Supply Chain Management Policy.
5. Price (s) quoted must be valid for at least sixty (60) days from date of your offer.
6. Price (s) quoted must be firm and must be indicated;
7. Only those suppliers who complies with specifications will be eligible for points.
8. The successful provider will be the one scoring the highest points.
9. Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality.
10. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.
11. Do not dismember this Bid Document (do not take it apart or put documents between its pages).
12. All other documents of the submission must be attached behind this bid document.
13. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.
14. Bidders who are not yet registered are required to register on the Central Suppliers Database (CSD). Bidders can register on the official website – www.csd.gov.za.

Bids shall be evaluated in terms of the Preferential Procurement Policy of Laingsburg Municipality	Bidders may claim preference points in terms of their B-BBEE status level of contribution and locality of supplier		
Preferential Procurement Point System Applicable	80/20	**Local Content Requirement**	N/A
CIDB Registration Required	None	**Validity Period**	60 Days
Site Meeting/Information Session	None		

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO		**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**	
Section:	ICT Services	**Section**:	Supply Chain Management
Contact Person:	**Mr Realdo Pedro**	**Contact Person:**	**Mr Keith Gertse**
Tel:	023 55 11 019	**Tel:**	023 55 11 019
Email:	**rpedro@laingsburg.gov.za**	**Email:**	**scm@laingsburg.gov.za**
Authorised by:		**Mr. J. Booysen**	**Municipal Manager**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
BID NUMBER:	**SCM-Q-2026-27-034**	CLOSING DATE:	**29 OCTOBER 2026**	CLOSING TIME:	**12:00**
DESCRIPTION	**Provision of email, domain and website hosting services**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

MUNICIPAL BUILDINGS
PRIVATE BAG X4
02 VAN RIEBEECK STREET
LAINGSBURG
6900

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

[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		**TOTAL 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	ICT Services	CONTACT PERSON	Mr Realdo Pedro
CONTACT PERSON	Mr Keith Gertse	TELEPHONE NUMBER	023-5511019
TELEPHONE NUMBER	023-5511019	FACSIMILE NUMBER	023-5511019
FACSIMILE NUMBER	023-5511019	E-MAIL ADDRESS	rpedro@laingsburg.gov.za
E-MAIL ADDRESS	scm@laingsburg.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:

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.

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: ……...

4. DECLARATION OF INTEREST

4.1. No bid will be accepted from persons in the service of the state[1].

4.2. 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.

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

4.3.1. Full Name of bidder or his or her representative:

……...

4.3.2. Identity Number:

……...

4.3.3. Position occupied in the Company (director, trustee, hareholder[2]):

……...

4.3.4. Company Registration Number:

……...

4.3.5. Tax Reference Number:

……...

4.3.6. VAT Registration Number:

……...

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

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

a) If yes, furnish particulars: ……..

……...

[1]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.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

a) If yes, furnish particulars: ……..

……...

4.3.10. 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**

a) If yes, furnish particulars: ……..

……...

4.3.11. 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**

a) If yes, furnish particulars: ……..

……...

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

a) If yes, furnish particulars: ……..

……...

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

a) If yes, furnish particulars: …….

……...

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

a) If yes, furnish particulars: …….

……...

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

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

…… ……
Capacity **Name of Bidder**

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

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

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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 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.

1.4 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.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

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:

80/20 **or** **90/10**

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

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 tables below.

At least **50%** of the **20 / 10 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

Tenderer must submit proof of its B-BBEE status level contributor (scorecard).

A tenderer failing to submit proof of B-BBEE status level of contributor –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

B-BBEE Status Level of Contributor points claimed: = …… (maximum of 10 or 5 points)

A maximum of **10 / 5** of the **20 / 10 points** will be allocated as follows:

Locality of supplier/ Local Labour	Points (80/20)	Points (90/10)
Within the boundaries of the municipality	10	5
Outside of the boundaries of the Municipality	0	0

Tenderer failing to submit proof of required evidence to claim preferences for specific goals –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** out of **10 / 5** of the relevant specific goals where the supplier or service provider did not stipulate.

Locality of supplier / Local Labour points claimed: = …… (maximum of 10 or 5 points)

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;

i) 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;

iii) 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:	……
	……
	……
	……

5. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

5.1. This Municipal Bidding Document must form part of all bids invited.

5.2. 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.

5.3. The bid of any bidder may be rejected if that bidder, or any of its directors have:

5.3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
5.3.2. been convicted for fraud or corruption during the past five years;
5.3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
5.3.4. 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).

5.4. **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 *audi alteram partem* 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 ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..……..……
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……... **……..**
Signature **Date**

……. **……..**
Position **Name of Bidder**

6. CERTIFICATE OF INDEPENDENT BID DETERMINATION

6.1. This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

6.2. 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.

6.3. 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:

6.3.1. take all reasonable steps to prevent such abuse;

6.3.2. 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

6.3.3. 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.

6.4. 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.

6.5. 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.

I, the undersigned, in submitting the accompanying bid:

SCM-Q-2026-27-034 - PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES

(Bid Number and Description)

in response to the invitation for the bid made by:

LAINGSBURG MUNICIPALITY

(Name of Municipality)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6.6. 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 consortium[3] will not be construed as collusive bidding.

6.7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

6.7.1. prices;

6.7.2. geographical area where product or service will be rendered (market allocation)

6.7.3. methods, factors or formulas used to calculate prices;

6.7.4. the intention or decision to submit or not to submit, a bid;

6.7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or

6.7.6. Bidding with the intention not to win the bid.

6.8. 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.

6.9. 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.

[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.

6.10. 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

LAINGSBURG MUNICIPALITY **CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES** (To be signed in the presence of a Commissioner of Oaths)	
I**, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf of:**	(name of the enterprise)
Hereby acknowledges 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 Laingsburg Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.	
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 3 (three) months.	
If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;	
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: **Please attach** certified copy(ies) of ID document(s)

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	

Therefore hereby agrees and authorises the Laingsburg Municipality to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
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.

NAME (PRINT)		**SIGNATURE**	
CAPACITY		**DATE**	
NAME OF ENTERPRISE			

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:**

QUOTATION FORM

1. I / We …… (full name of Bidder) the

   undersigned in my capacity as ……..... of the

   firm …… hereby

   offer to Laingsburg Municipality herein represented by the Senio Manager: FINANCIAL AND COMPLIANCE SERVICES (hereafter referred to as the MES), to supply and deliver the goods described in accordance with the specification and conditions of contract to the entire satisfaction of the MES and subject to the conditions of bid, for the amount indicated hereunder:

   Refer to the pricing schedule: **R** ……

   Address of Bidder: ……

   ……

   ……

   Telephone No: ……

   Banker: ……

   Branch: ……

2. I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of bid of this bid form and that I / we accept the conditions in all respects.

3. I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our bid and that I / We elect Domicillium Citandi et executandi in the Republic at:

   ……

4. I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our bid: that the price quoted cover all the work items specification in the bid documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

_____ _____

DATE **SIGNATURE OF BIDDER**

_____ _____

DATE **WITNESS**

SIGNATORY OF AUTHORITY

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on _____20_____,

Mr./Mrs._____ (whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf

of_____ (Name of Company) in

his/her capacity as _____

Full Name of Director	Residential address	Signature

Sign on behalf of company		**Date**	
Print Name:			
Witness 1:		**Witness 2:**	

B. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____ the undersigned, hereby

Confirm that I am the sole owner of the business trading as_____

Sign on behalf of company		**Date**	
Print Name:			
Witness 1:		**Witness 2:**	

C. PARTNERSHIPS

We, the undersigned partners in the business trading as_____ hereby authorize Mr. /Ms. _____to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of _____ (name of firm)

The following particulars in respect of every partner must be furnished and signed by every partner:

Full Name of Director	Residential address	Signature

Sign on behalf of company		**Date**	
Print Name:			
Witness 1:		**Witness 2:**	

C. CLOSED CORPORATION

In the case of a close corporation submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

By resolution of members at a meeting on_____ 20_____ at_____

_____Mr. /Ms., _____whose

signature appears below, has been authorized to sign all documents in connection with this bid on

behalf of (Name of Close Corporation)_____

Full Name of Director	Residential address	Signature

Sign on behalf of company		**Date**	
Print Name:			
Witness 1:		**Witness 2:**	

LAINGSBURG MUNICIPALITY	
SPECIFICATIONS / TERMS OF REFERENCE	
FWPQ Number:	**SCM-Q-2026-27-034**
FWPQ Description:	**PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES**

1. BACKGROUND

1.1. Laingsburg Municipality requires uninterrupted email and website hosting services for a transitional period of twelve (12) months while the competitive tender process for the longer-term provision of these services is being finalised.

2. PURPOSE

2.1. To appoint a suitably established and capable service provider to host, secure, monitor and support the Municipality's existing email and public website services for twelve (12) months. The requirement is limited to email hosting and website hosting services.

3. SCOPE OF WORK

3.1. **Email Hosting**

3.1.1. Provide and maintain municipal email hosting on the Municipality's existing domain.
3.1.2. Create, modify, suspend and delete mailboxes on written instruction.
3.1.3. Provide SMTP mail delivery, POP3 and/or IMAP retrieval, secure webmail, aliases and forwarding.
3.1.4. Provide anti-spam and anti-malware filtering; secure authentication and SSL/TLS encryption; and
3.1.5. Provide administration and technical support.
3.1.6. The bidder must state the number of mailboxes included, storage per mailbox, total storage, hosting platform, supported protocols and applicable sending/receiving limits.

3.2. **Website Hosting**

3.2.1. Provide a dedicated VPS, cloud-hosted server or equivalent enterprise-grade environment capable of hosting the Municipality's existing Drupal-based website, including supported PHP, MySQL and Apache Solr functionality where currently used.
3.2.2. The service must include SSL certificate management, operating system and application security patching, firewall and malware protection, vulnerability management, performance monitoring, website availability monitoring, technical administration and disaster recovery capabilities.
3.2.3. The bidder must state CPU, RAM, storage, bandwidth, hosting location and the proposed hosting environment.

3.3. **Backup and Recovery**

3.3.1. Perform daily backups of website data, including Drupal files, the MySQL database and Apache Solr indexes where applicable, with a minimum retention period of thirty (30) days.
3.3.2. Email account settings, forwarding rules and server configuration must be backed up.
3.3.3. Backup of actual email content is excluded; the Municipality remains responsible for local backup of downloaded email content.
3.3.4. Restoration assistance must be included.

3.4. **Service Level Requirements**

3.4.1. Maintain website availability of at least 99.5% per calendar month and email service availability of at least 99.5% per calendar month, excluding approved scheduled maintenance.
3.4.2. Provide 24/7 automated monitoring and priority response to critical incidents.
3.4.3. The successful bidder must enter into a service level agreement covering escalation procedures, support availability, response and resolution targets, breach notification, service reporting and remedies for repeated service failures.

3.5. **Security and Confidentiality**

3.5.1. The hosting environment must apply firewall protection, anti-malware controls, vulnerability management, operating system and application security updates, SSL/TLS encryption, access controls and secure authentication.
3.5.2. The service provider must protect municipal information, maintain confidentiality, process personal information only for the contracted purpose, and notify the Municipality immediately upon discovery of any actual or suspected security incident affecting the hosted services.

3.6. **Migration and Continuity**

3.6.1. The service provider must ensure continuity of the existing services and assist with any migration, configuration transfer or cut-over required at commencement, without avoidable data loss or prolonged interruption.
3.6.2. At contract expiry or termination, the provider must cooperate with an orderly handover to the Municipality or a replacement provider and provide all municipal website data, databases, configurations and other Municipality-owned information in a commonly usable format.

4. INVALID BIDS

4.1. The following will render the bid invalid:

4.1.1. The bid is not submitted on the official Form of Offer;
4.1.2. The bid document is not completed in non-erasable handwritten, or printed, ink, or toner;
4.1.3. The Form of Offer has not been signed with an original signature and price is omitted;
4.1.4. The Form of Offer is signed, but the name of the bidder is not stated, or is indecipherable.

5. NON-RESPONSIVE BIDS

5.1. Valid bids will be declared non-responsive and eliminated from further evaluation if:

5.1.1. The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and combating of Corrupt Activities Act, Act 12 of 2004, or has been listed of the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
5.1.2. The bidder is prohibited from doing business with the Laingsburg Municipality.
5.1.3. The bidder does not comply with the Specification(s).
5.1.4. The bidder does not comply with the instructions as contained in the Price Schedule and/or Contract Price Adjustments and Rate of Exchange Variation (where applicable).
5.1.5. The bidder does not comply with the production of local content (if applicable)

5.2. Bidders will be declared non-responsive if the tenderer fails to adhere to a written request (within the specified period set out in such request) to:

5.2.1. Comply with the general conditions applicable to tenders as set out in the Laingsburg Municipality's SCM Policy;
5.2.2. Comply with one or more of the provisions contained in the Conditions of Tender.
5.2.3. Comply with any other terms and conditions of the bid as contained in the bid documents;

5.2.4. Register on the Central Supplier Database;
5.2.5. Complete and/or sign any declarations and or/authorisations;
5.2.6. Submit an original valid tax clearance certificate or tax compliance pin from the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order;
5.2.7. Comply with any applicable Bargaining Council agreements where applicable;

5.3. 5.3. Paragraph 5.1 & 5.2 above are not closed lists.

6. GENERAL SPECIFICATIONS

6.1. The Municipality reserves the right to accept alternative bids. The Municipality is not bound to accept the lowest or any bid and reserve the right to accept any bid either wholly or a part thereof.
6.2. The submission of a bid signifies complete acceptance of the conditions contained in these instructions, the form of bid and the annexures.
6.3. Bids may only be submitted on the official bidding document. The bidding documents must be fully completed and signed.

7. CONTRACT PERIOD

7.1. The contract period will be twelve (12) months from the commencement date stated in the appointment letter and/or service level agreement. Prices must remain firm for the full contract period.

8. QUALIFIED BIDS

8.1. Qualified bids may be disregarded at the discretion of the Municipality.

9. DOCUMENTATION REQUIRED (RETURNABLES)

9.1. **THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED AS PART OF THE FWPQ**:

9.1.1. Tax Compliance Pin and/or Tax Clearance Certificate
9.1.2. Valid BBBEE Certificate or Sworn Affidavit
9.1.3. Latest Municipal Account / Lease Agreement
9.1.4. Central Supplier Database (CSD) Number
9.1.5. CIPC Registration Certificate
9.1.6. Signatory of Authority Letter
9.1.7. Eligibility Criteria as listed below.
9.1.8. Completed pricing schedule

10. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

10.1.1. The service provider must adhere to all statutory requirements.

11. PRICING REQUIREMENTS

11.1. Bid prices must be in ZAR Currency (Rand).
11.2. The rates must remain firm for the period of 12 months.
11.3. Rates must be inclusive of Value-added-Tax of 15%
11.4. Prices must include all costs necessary to provide the complete service for twelve (12) months

12. EVALUATION

12.1. Bids will be evaluated on a comparative basis, which is the reason for the design of the bid specification.
12.2. All bids received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations), Laingsburg SCM Policy, and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).

12.3. Points will be awarded to bidders who are eligible for preferences in terms of **LBM 6.1**: Preference Point Claim Schedule (where preferences are granted in respect of B-BBEE contribution).

13. MANDATORY ELIGIBILITY CRITERIA

13.1. **No functionality scoring will apply. However, only bidders meeting all mandatory eligibility criteria below will proceed to price and preference evaluation:**

13.1.1. The bidder must be registered on the Central Supplier Database and be tax compliant at the time of closing and award.
13.1.2. The bidder must be a duly registered business or lawful sole proprietor. Submit company/CIPC registration documentation, or equivalent evidence for the legal form of the bidder.
13.1.3. Submit at least one signed appointment letter, contract, purchase order or client reference confirming successful provision of email hosting and/or website hosting services during the past five years. The evidence must identify the client, services and contactable representative.
13.1.4. Submit a signed technical compliance schedule confirming that the proposed solution meets every minimum requirement in this document, together with the proposed hosting platform and resource specifications.
13.1.5. Submit a signed undertaking to maintain the prescribed uptime, backups, security controls, incident notification and transition assistance for the full 12-month period.
13.1.6. Provide a dedicated support email address and telephone number, together with an escalation contact.

Failure to submit any mandatory eligibility evidence, or failure to meet any minimum service requirement, will render the bid non-responsive.

LAINGSBURG MUNICIPALITY	
PRICING SCHEDULE / BILL OF QUANTITIES	
FWPQ Number:	**SCM-Q-2026-27-034**
FWPQ Description:	**PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES**
PLEASE NOTE:	1. Prices quoted must be inclusive of **VAT**. 2. Document **MUST** be completed in non-erasable black ink. 3. Please complete the attached Bill of Quantities.

Item	Description	Quantity / Period	Price inclusive of VAT (R)
1.	Managed email hosting services, including all mailbox hosting, administration, filtering, encryption, webmail and technical support specified in this document.	12 months	R
2.	Managed website hosting services for the existing Drupal website, including server resources, SSL management, security patching, monitoring and technical administration.	12 months	R
3.	Backup and disaster recovery services, including daily website/configuration backups, 30-day retention and restoration assistance.	12 months	R
4.	Initial migration / service transition and final handover assistance, if required.	Once-off	R
5.	Other compulsory charges necessary to deliver the specified services. State details: _____	12 months	R
	SUBTOTAL EXCLUDING VAT		**R**
	VAT (only if registered VAT vendor)		**R**
	TOTAL BID PRICE FOR 12 MONTHS, INCLUSIVE OF VAT		**R**

NB: Please Note: Round off to the last two (2) decimals. Price of delivery must be included in the price

VALUE ADDED TAX

Where the value of taxable supplies to be made by a bidder under a written contractual obligation will exceed R2 300 000,00 (R2.3 million) in any consecutive 12-month period, the bidder is responsible for registering with the South African Revenue Service (SARS) as a VAT vendor, subject to the requirements of the Value-Added Tax Act, 1991. The compulsory VAT-registration threshold increased from R1 million to R2.3 million with effect from 1 April 2026.

All prices submitted by a registered VAT vendor must be inclusive of VAT at the applicable rate, currently 15% for standard-rated supplies, and the VAT amount must be shown separately and clearly on every invoice submitted to the Municipality. A bidder that is not registered as a VAT vendor may not levy or charge VAT.

A full tax invoice is required where the consideration for a taxable supply, including VAT, exceeds R5 000. The invoice must contain all information prescribed by the Value-Added Tax Act, including the words “Tax Invoice”, “VAT Invoice” or “Invoice”; the supplier’s name, address and VAT-registration number; the recipient’s name, address and, where the recipient is a registered VAT vendor, its VAT-registration number; a unique serial number; the date of issue; an accurate description and quantity or volume of the goods or services supplied; and the value of the supply, VAT charged and total consideration.

The VAT-registration number of Laingsburg Municipality is 4000846362, and this number must be reflected on all full tax invoices issued to the Municipality.

Signature of Bidder: _____

Date: _____

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
FWPQ Number:	**SCM-Q-2026-27-034**
FWPQ Description:	**PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES**

1. Part A: OFFER

1.1. The Laingsburg Municipality has solicited offers to enter into a contract in respect of the abovementioned works.

1.2. The bidder, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

1.3. By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Laingsburg Municipality 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.

2. THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	

3. This Offer may be accepted by the Laingsburg Municipality by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract

Signature(s)			
Name(s)			
Capacity			
For the tenderer:	*(Insert name and address of organisation)*		
Name of witness:		**Date**	
Signature of witness:			

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
FWPQ Number:	**SCM-Q-2026-27-034**
FWPQ Description:	**PROVISION OF EMAIL, DOMAIN AND WEBSITE HOSTING SERVICES**

4. Part B: ACCEPTANCE

4.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

4.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

4.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):			
Name(s):			
Capacity:			
For the Employer:	**Laingsburg Municipality** **02 Van Riebeeck Street** **LAINGSBURG, 6900**		
Name of witness:		**Date:**	
Signature of witness:			

DECLARATION BY BIDDER			
I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of bid of this bid form and that I / we accept the conditions in all respects.			
I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect domicillium citandi et executandi in the Republic at:			
I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work items specification in the tender documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.			
NAME (PRINT)		**SIGNATURE**	
CAPACITY		**DATE**	
NAME OF ENTERPRISE			
WITNESS 1		**WITNESS 2**	