



Karoo Hoogland

Munisipaliteit / Municipality

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R0.00 up to a transaction value of R300 000.00(incl. VAT)
(For Publication on Karoo Hoogland Website and Notice Boards)

QUOTATION NUMBER: RFQ 7/05/2025-2026

ADVERTISING DATE: 12/05/2026

CLOSING DATE: 21/05/2026

CLOSING TIME: 12:00

Karoo Hoogland Municipality hereby invites suitably qualified and experienced service providers to submit written quotations for the supply of the following:

Appointment of a Service Provider to Provide Veterinary Services in Williston

The following conditions will apply:

- Late quotations will not be accepted.
- Price(s) quoted must be valid for at least **90 days** from closing date of quotation.
- Price(s) quoted must be firm and inclusive of VAT.
- Goods must be in stock and delivery must take place within **7 days after receipt of an order**, or a firm delivery period must be indicated.
- Service Provider must be able to deliver the services before 19 June 2026.
- Supplier must be registered on the National Treasury Central Suppliers Database (CSD):
<https://secure.csd.za>
- Supplier must submit a valid Tax Clearance certificate, ID documents of directors/ shareholders, and all required documentation.
- A copy of the business registration certificate (e.g. CK document) must be submitted.
- Supplier must submit a recent municipal account (not older than 3 months), lease agreement or an affidavit from the South African Police Services, accompanied by a letter from ward councillor.
- This quotation will be evaluated in terms of the **80/20 preference points system** as stipulated in this RFQ.
- The quotation are subject to the **Preferential Procurement Regulations, 2022**.
- The successful bidder will be the one scoring the highest points.
- Payments to the successful provider 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.

Required Documentation:

- Supplier must complete and submit the following forms:
 - MBD 2 (Tax Clearance Certificate)
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (Specific Goals – ID documents of the directors and shareholders must be attached)
 - MBD 8 (Declaration of Bidders past supply chain management practices)
 - MBD 9 (Certificate of independent Bid determination)
 - MBD 15 (Municipal accounts (not older than 3 months))
- The checklist at the back of the RFQ must be completed and adhered to.

The Municipality reserves the right to partial accept one or more quotations, withdraw any invitation to quote, re-advertise or reject any quotation.

NB: No quotation will be considered from persons in the service of the state!

Failure to comply with these conditions may invalidate your offer.

Adv. R.C Pule

ACTING MUNICIPAL MANAGER

**KAROO HOOGLAND MUNICIPALITY
TERMS OF REFERENCE (TOR)**

1. SCOPE

1.1 The purpose of this bid is to invite service providers for the **appointment of a service provider to provide veterinary services in Williston.**

1.1.1 INTRODUCTION

The Council of Karoo Hoogland Municipality support the efficient management of animals in alignment with its by-laws. The most relevant are the by-laws relating to the Keeping of Animals and the Keeping of Dogs.

These functions are managed in a collaborative manner with animal welfare organisations, and the Karoo Hoogland Municipality requires the appointment of a suitably qualified service provider to render certain identified services relating to the keeping of animals and dogs, which include cats.

Required Services:

- The euthanasia of animals and the disposal of carcasses when authorised (Volunteers will assist with disposal)
- Sterilisation and castration of animals (dogs and cats) when authorised

1.2 BACKGROUND AND DESCRIPTION OF THE PROJECT

This RFQ relates to services/work within the town and surrounding rural areas of **Williston**, which forms part of the Karoo Hoogland Municipality.

1.3 PRE-QUALIFICATION REQUIREMENTS

1.3.1 The bidder, or an individual in its employment, must have at least **three (3) years' experience as a veterinarian** (including the sterilisation and castration of dogs and cats).

Bidders must complete the schedule on **Page 5** to demonstrate this experience. Contactable references must be provided and will be verified by Karoo Hoogland Municipality. Failure to submit this information with the tender document will render the bid non-responsive.

1.3.2 The bidder, or an individual in its employment, must be in possession of a **Bachelor of Veterinary Science (BVSc)** qualification and must be registered and certified with the **South African Veterinary Council (SAVC)** as a veterinary surgeon.

Proof of qualification and relevant registrations must be submitted with the tender document.

1.4 SPECIAL CONDITIONS OF CONTRACT

1.4.1 Bid prices must be fixed for the period ending **19 June 2026** and all services and invoices will have to be submitted by this date. (As payment must be prepared and effected by 25 June 2026)

1.4.2 This is a **rate-based tender**, and services are to be rendered “as and when” required but no later than **19 June 2026**.

1.4.3 The minimum order value is set at **R10 000.00**.

1.4.4 The successful bidder may euthanise animals when required due to the condition of the animal (sick or injured). This must be performed by a veterinarian.

1.4.5 The successful bidder must dispose of carcasses of euthanised animals and bear the associated costs. The Municipality however do have volunteers who will assist with this action.

1.4.6 The successful bidder may sterilise or castrate dogs and cats when, in their professional opinion, it is in the best interest of the animal and the community. This must be performed by a veterinarian.

1.4.7 The successful bidder may anaesthetise (dart) animals when required due to the condition of the animal (sick, wild, or injured). This must be performed by a veterinarian.

1.4.8 The successful bidder must have access to a suitable vehicle and/or trailer for the transportation of animals.

1.4.9 The successful bidder must ensure that the following services are provided:

- Pre-operative assessment of animals
- Appropriate post-operative care and follow-up, where necessary
- Provision of all required medication and consumables
- Proper management of any complications that may arise
- Availability of a suitable facility or mobile clinic for service delivery

1.4.10 The successful bidder must ensure that all necessary admission sheets, records, and documentation are properly maintained for all animals treated.

1.4.11 All reporting, record keeping, and supporting documentation must be completed strictly in accordance with the prescribed Annexures attached to this RFQ. These Annexures form an integral and binding part of this document. Failure to comply with the prescribed formats and requirements may result in the rejection of reports, non-payment for services rendered, or termination of the contract.

2. EVALUATION CRITERIA

This bid will be evaluated according to the criteria and weighting provided in the table below:

Evaluation Criteria:	Weighting
2.1 Price	80
2.2 Specific goals (form MBD 6.1)	20
• Youth ownership – (35 years and below of age – 10 points)	
• Locality-based development (Karoo Hoogland area – 10 points)	
Total points for price and specific goals.	100

3. CURRENT / PREVIOUS EXPERIENCE

Indication of Competence / Ability to Perform Successfully

List of recent previous work of a similar nature undertaken by the firm (similar meaning: the euthanasia and or castration and or sterilization of Animals)

Description of Project	Client contact details			Value of Contract	Start Date of Contract	End Date of Contract	Date up until which Contract Extended
	Name of Client	Name of Responsible Official	Telephone no				

The municipality will verify all information submitted in terms of this bid and any information that is incorrect or false will result in that bid being automatically disqualified and not considered further. It is therefore emphasised that the references provided by the bidder will be contacted to confirm the information in writing on the request by the Municipality.

Signed at on thisday of 20.....

As Witnesses: 1).....

2).....

.....
Authorised signature of bidder

**KAROO HOOGLAND MUNICIPALITY
TECHNICAL SPECIFICATIONS**

RFQ 7/05/2025-2026: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VETERINARIAN SERVICES IN WILLISTON.

The following minimum specifications **MUST** be complied with and clearly marked to serve as confirmation. Please be advised that no application will be regarded as a responsive if it fails to meet all the minimum specifications.

No	DESCRIPTION	UNIT OF MEASURE	COMPLY		
			Yes	No	Details of deviations. If not sufficient space, attached annexure of Deviations
1.	Sterilization of Cats	Per animal			
2.	Castration of cats	Per animal			
3.	Sterilization of dogs	Per animal			
4.	Castration of dogs	Per animal			
5.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:1kg-5kg			
6.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:5.1kg-9.9kg			
7.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:10kg-20kg			
8.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:>20 kg			
9.	Anesthetize (dart) of animals	Per 10 kg			
10.	Pre-operative assessment	Per animal			
11.	Post-operative care	Included			
12.	Medication & consumables	Included			
13.	Complications management	Included			
14.	Facility / mobile clinic	Yes/No			
15.	Record keeping & reporting	Yes/No			
16.	Transport availability	Yes/No			

The following minimum specifications MUST be complied with and clearly marked to serve as confirmation. Please be advised that no application will be regarded as an acceptable tender/responsive if it fails to meet all the minimum specifications.

The Bidder hereby confirms that the information given above is true and correct:

.....
(Name in Print)

.....
(Signature)

.....
(Capacity)

.....
(Date)

DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of firm/entity/enterprise	
Trading as (if different from above)	
Postal address of enterprise	Line 1 : _____ Line 2: _____ Town/city_____ Postal code: _____
Physical address of enterprise	Line 1 : _____ Line 2: _____ Town/city_____ Postal code: _____
Contact details of the person signing the bid, being duly authorised to do so:	Name: _____ Telephone:_____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Contact details of the senior manager responsible for overseeing contract performance:	Name: _____ Telephone:_____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Contact Details of the Bidder's proposed Project Manager who will represent the Bidder in the implementation processes:	Name: _____ Telephone:_____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Company income tax number	
Tax Compliance Status System PIN (issued by SARS)	
VAT registration number	
Company registration number	
Any other Registration applicable to this Industry	

Banking details

Name of account holder: _____

Name of bank: _____

Account Number: _____

Branch code: _____

PART A
INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KAROO HOOGLAND MUNICIPALITY					
BID NUMBER:	RFQ 7/05/2025-2026	CLOSING DATE:	21 MAY 2026	CLOSING TIME:	12H00
DESCRIPTION:	Appointment of a Service Provider to Provide Veterinary Services in Williston.				
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*

KAROO HOOGLAND MUNICIPALITY					
2 MULDER STREET					
WILLISTON					
8920					
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:	
YOUTH – ID COPY OF DIRECTORS [TICK APPLICABLE BOX]	☐ Yes ☐ No		LOCALITY – COMPANY REGISTRATION AND MUNICIPAL ACCOUNTS OF BUSINESS PREMISES ☐ Yes ☐ No		
ID COPIES OF DIRECTORS, COMPANY REGISTRATION AND MUNICIPAL ACCOUNTS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS					
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	SCM		CONTACT PERSON	CHRISTELLE VILJOEN	
CONTACT PERSON	Diana Vermeulen		TELEPHONE NUMBER	053 285 0998	
TELEPHONE NUMBER	053 285 0998				
E-MAIL ADDRESS	d.vermeulen@karoohoogland.gov.za		E-MAIL ADDRESS	karooadmin@karoohoogland.gov.za	

PART B
TERMS AND CONDITIONS FOR BIDDING/QUOTING

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.

**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.**

I THE UNDERSIGNED HEREBY AUTHORIZE KAROO HOOGLANDMUNICIPALITY TO UTILIZE TOOLS AT ITS DISPOSAL TO VERIFY ALL INFORMATION CONTAINED AND ATTACHED HERETO.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

RESOLUTION TAKEN BY THE BOARD OF DIRECTORS I MEMBERS I PARTNERS RESOLUTION of a meeting of the Board of Directors I Members I Partners of

(Name of Bidder)

Held at _____ (place)

On _____ (date)

RESOLVED THAT:

1. The enterprise submit a bid to Karoo Hoogland Municipality in respect of the following project:

RFQ 7/05/2025-2026: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VETERINARIAN SERVICES IN WILLISTON

2. Mr/Mrs./Ms _____

In his/her capacity as _____

and who will sign as follows: _____
(Specimen signature)

be, and is hereby, authorised to sign the bid and any and all other documents and/or correspondence in connection with and relating to the bid, as well as to sign any contract, and or all documentation resulting from the award of the bid to the enterprise mentioned above.

Note: The resolution must be signed by all the directors or members I partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			

Enterprise Stamp

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number.....

Closing Time Closing Date

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Item No	Description	Unit	(A) Estimated Quantity	(B) Unit Rate (R)	(C) Total Price (excl. vat) AxB=C
1.	Sterilization of Cats	Per animal	30		
2.	Castration of cats	Per animal	30		
3.	Sterilization of dogs	Per animal	30		
4.	Castration of dogs	Per animal	30		
5.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:1kg-5kg	30		
6.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:5.1kg-9.9kg	30		
7.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight:10kg-20kg	20		
8.	Euthanasia of seized animals by lethal injection per unit (including Vet. Fees and disposal of carcass)	Per animal Weight: >20 kg	10		
9.	Anesthetize (dart) of animals	Per kg	20		
11.	Travel cost (from veterinarian's premises to Williston)	R per km	400		
12.	Accommodation (per night per person)	R/night per person	5		
Total bid price					
15 % Vat					
Total bid price (Incl. Vat)					

Note: This is a rate based tender and Bidders should note that unit rate will be used for price evaluation.

Specific quantities will be specified when an official order is issued on an “as and when” required basis as indicated in the bid document.

Rates must be all inclusive, and bidders must make provision for travel from their veterinary practice premises to Williston.

NOTE: Bidders are required to submit prices for all items in the pricing schedule. Failure to do so will render the quotation non-responsive.

The quantities indicated in the pricing schedule are estimated quantities based on historical data and are provided for evaluation purposes only. They do not constitute a guarantee of work or volumes.

Orders will be placed on an “as and when required” basis by the Municipality, however all services will be required to be delivered to all three towns before 19 June 2026.

Bid prices must be fixed for the duration of the contract period.

Required by:	Adv. R.C Pule
At:	2 Mulder Street, Williston
Does the offer comply with the specification(s)?	*YES/NO
If not to specification, indicate deviation(s)	
Delivery Period:	
	*Delivery: Firm/Not firm

Note: Delivery costs must be included in the bid price and delivered to the prescribed destination.

2. VALUE ADDED TAX

The following forms part of the General Conditions of Contract (July 2010):

Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder’s responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.

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

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Karoo Hoogland Municipality is **4270199138**

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 in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of bidder or representative: _____

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 directors/trustees/shareholders, their identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars: _____

¹MSCM Regulations: "In the service of the state" means to be-

(a) a member of

- (i) any municipal council,
- (ii) provincial legislature, or
- (iii) the national Assembly or 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, public entity or constitutional institution;

(e) a member of the accounting authority of any public entity; or

(f) an employee of Parliament or a provincial legislature.

²Shareholder" means a person who owns shares in the company and is actively involved in the management and control of the company.

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

3.9.1 If yes, furnish particulars: _____

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

3.10.1 If yes, furnish particulars: _____

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

3.11.1 If yes, furnish particulars: _____

3.12 Are any of the company's directors, trustees, managers, 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 the service of the state? YES / NO

3.13.1 If yes, furnish particulars: _____

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

3.14.1 If yes, furnish particulars: _____

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Capacity:

.....
Date:

.....
Name of Bidder:

RESPONSIVENESS AND EVALUATION CRITERIA

NB: Karoo Hoogland Municipality may verify any information submitted in terms of this document, and any incorrect or false information may result in the quotation being disqualified and not considered further.

RESPONSIVENESS CRITERIA

No quotation will be considered by Karoo Hoogland Municipality unless it meets the following responsiveness criteria (for the quotation to be considered responsive, it **must** comply with the following requirements):

a) Quotations must be submitted either:

- via email to d.vermeulen@karoohoogland.gov.za; or
- by hand delivery to the SCM Office at 2 Mulder Street, Williston.

b) Hand-delivered quotations must be submitted in a sealed envelope. The outside of the envelope must clearly indicate the quotation title, quotation number, the name and address of the bidder, and the closing date.

c) All quotations must be submitted on or before the closing date and time as stipulated in the advertisement. **Late telephonic, or facsimile, submissions will not be considered.**

d) Bids shall be invalid and shall be endorsed and recorded as such by the responsible official in the following instances:

1. If a hand-delivered quotation is not submitted in a sealed envelope;
2. If the quotation, including the price (where applicable), is not submitted on the official pricing schedule;
3. If the quotation is not completed in non-erasable ink (where applicable to hard copies); or
4. If the name of the bidder is not stated or is indecipherable.

e) A quotation will not be invalidated if the amount in words and figures do not correspond. In such cases, the amount in words shall prevail.

f) The official quotation document must be fully completed. Where information requested does not apply and is left blank, it will be deemed not applicable.

g) All requested relevant and/or additional documentation (e.g. compliance certificates, professional registrations, artisan qualifications, etc.) must be submitted with the quotation.

h) Bidders must be registered on the Municipality's accredited supplier database. Registration may be requested from the SCM Office at d.vermeulen@karoohoogland.gov.za.

i) Bidders must submit a valid Tax Compliance Status Pin issued by SARS. Bidders registered on the Municipality's accredited supplier database who have already submitted a valid Tax Clearance Certificate do not need to resubmit it, provided it remains valid at closing date. Failure to provide a valid Tax Compliance Status Pin may result in disqualification.

j) Bidders must be in good standing to do business with the public sector in terms of Regulation 38 of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005).

k) In the case of a Joint Venture, Consortium, or Partnership, each party must submit all required documentation.

- l) The bidder must adhere to the pricing instructions.
- m) The bidder's details must be fully provided.
- n) The necessary authorisation for the representative to sign and submit the quotation on behalf of the bidder must be completed and signed.
- o) The Declaration of Interest must be completed and signed.
- p) The quotation must comply with all minimum technical specifications.
- q) The MBD 9 (Prohibition of Restrictive Practices) must be completed and signed.
- r) The checklist at the back of the quotation document must be completed.
- s) The bidder must initial every page of the quotation document (where applicable to hard copies).
- t) The bidder must attach full specifications and warranty details (where applicable).
- u) Bidders must submit a completed and duly commissioned MBD 15 form (Certificate for Payment of Municipal Services). Failure to submit this document will render the quotation non-responsive.

EVALUATION CRITERIA

- a) All quotations received shall be evaluated in terms of the Karoo Hoogland Municipality SCM Policy, the Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), and the Preferential Procurement Regulations, 2022 (Government Gazette No. 40553 of 04 November 2022).
- b) The Municipality reserves the right to accept all, some, or none of the quotations submitted — either wholly or in part — and is not obliged to accept the lowest quotation.
- c) The Accounting Officer may condone non-compliance with non-material requirements where such condonation is not inconsistent with public interest and promotes fairness, competitiveness, and cost-effectiveness as envisaged in Section 217 of the Constitution.

AREAS TO BE INCLUDED IN EVALUATION PROCESS:

Evaluation of Preference Points

The point's allocation for this bid will be as follows:

Price	80 points
Specific Goals: Youth ownership (>35Years)	10 points
: Locality (Karoo Hoogland area)	10 points
Total	<u>100 points</u>

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

(This form is in use from 1 September 2024)

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 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.

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 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

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

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

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:

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

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 the 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)
Youth				
Age of participant				
Above 35 years of age	2	4		
35 years and below of age	5	10		
*Locality	5	10		
Total Points	10	20		

LOCALITY

Local area of supplier	Number of Points for Preference	
A municipal services account with a business premises address(es) must been attached?	80/20	90/10
Within the boundaries of the Karoo Hoogland Municipality	10	5
Within the boundaries of Namakwa District Municipality	6	3
Within the boundaries of the Northern Cape	4	2
Outside of the boundaries of the Northern Cape	0	0

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 VAT registration number:

5.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

5.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

5.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Street address of business:

.....

Registered municipal account number:

5.8 Total number of years the company/firm has been in business:

5.9 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 5, 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:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database 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)? or 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	Has 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

.....
 Date

.....
 Position

.....
 Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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.

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.

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

KAROO HOOGLAND MUNICIPALITY MBD 15 - 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 on:		(Name of Enterprise)		
I 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 Karoo Hoogland Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.				
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 any 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 (Directors / Shareholders / 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 IDENTITY DOCUMENT(S). Failure to comply will result in your bid being marked as non-responsive.				
NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.				
NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL).				
Therefore, hereby agrees and authorises the Karoo Hoogland 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 OF ENTERPRISE:

NAME (PRINT):

CAPACITY:

SIGNATURE:

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:

**CHECK LIST FOR COMPLETENESS OF BID DOCUMENT**

The bidder must ensure that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

*Mark with "X" where applicable

Items to be checked	Yes	No	Comments
1. Completed page containing the details of bidder			
2. Valid Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.			
3. Adhered to the pricing instructions (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Preference points claimed and signed declarations (MBD 6.1 where applicable)			
6. Signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Prohibition of Restrictive Practices (MBD 9) be completed and signed			
8. Bidder must complete the table of current/previous experience			
9. Completed table of technical specifications			
10. Adhered to pre-qualification criteria (all required documents must be submitted).			
11. Bidder must submit necessary proof of registration to deliver veterinarian services			
12. Bidder must submitted signed tender document and initial every page of this bid document			
13. CSD Registration Document			

CERTIFICATION

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

.....
Signature

.....
Date

.....
Position

.....
Name

ANNEXURES

All reporting, record keeping, and supporting documentation must be completed strictly in accordance with the prescribed Annexures attached to this RFQ. These Annexures form an integral and binding part of this document. Failure to comply with the prescribed formats and requirements may result in the rejection of reports, non-payment for services rendered, or termination of the contract.”

1. Annexure A – Consent Form (Service Provider may use their own consent form)
2. Annexure B – Sterilisation Register
3. Annexure C – Service Level Requirements (Summary)
4. Annexure D – Daily Reporting Form

CONSENT FORM FOR ANIMAL OWNERS

Municipality: Karoo Hoogland Municipality

Project: Animal Sterilisation

Owner Details:

- Full Name: _____
- ID Number: _____
- Contact Number: _____
- Address: _____

Animal Details:

- Type of Animal (Dog/Cat): _____
- Name of Animal: _____
- Gender: _____
- Age (if known): _____

Declaration:

I, the undersigned, hereby give consent for my animal to be sterilised. I understand the nature of the procedure and the possible risks involved.

Signature: _____

Date: _____

ANNEXURE B

STERILISATION REGISTER

[illegible]

- Every animal **MUST** be recorded here
- Must correspond with report and invoice

SERVICE LEVEL AGREEMENT (SLA) – SUMMARY**Karoo Hoogland Municipality****And**

Service Provider (Veterinarian)**1. Purpose**

The provision of animal sterilisation/castration services as outlined in the tender.

2. Responsibilities of the Service Provider

- Perform procedures professionally and ethically
- Ensure animal welfare standards are maintained
- Keep complete and accurate records
- Submit a final report on or before 19 June 2026

3. Responsibilities of the Municipality

- Coordinate community participation
- Provide logistical support (where applicable)

4. Payment

- Payment will only be made based on:
 - Actual services rendered
 - Supported by the register and report

5. Monitoring and Reporting

- Daily/weekly feedback (if required)
- Final report is compulsory

6. Non-Compliance

- Non-compliance may lead to termination of the contract

Karoo Hoogland Municipality

Service Provider (Veterinarian)

Date

Date

DAILY REPORTING FORM

Date: _____

Number of animals treated: _____

Summary of activities:

Problems/Challenges:

Signature (Veterinarian): _____