



HARRY GWALA DISTRICT MUNICIPALITY

TENDER DOCUMENT FOR RE-ADVERTISEMENT

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VALUE-ADDED TAXATION (VAT) REVIEW AND RECOVERY FOR A PERIOD OF 18 MONTHS

CONTRACT NUMBER: HGDM866/HGDM/2024

TENDER AMOUNT IN RANDS:

TENDER AMOUNT IN WORDS:

**The Municipal Manager
Harry Gwala District Municipality
40 Main Street
Ixopo
3276**

**Tel: 039 834 8700
Fax: 039 834 1701**

**NAME OF
SERVICE COMPANY :**

CONTACT PERSON :

TELEPHONE :

EMAIL :

ADDRESS :

CSD Registration of a Number:

SARS PIN

CRS Number

CONTENT

NO.	DESCRIPTION	SECTION
1.	CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING	A
2.	SCM COMPLIANCE	B
3.	INVITATION TO BID	C
4.	REGISTRATION ON MUNICIPAL SUPPLIER DATABASE	D
5.	RECORD OF ADDENDUM	E
6.	REFERENCE LETTERS	F
7.	APPROVED SCOPE OF WORKS / APPROVED TERMS OF REFERENCE	G
8.	EVALUATION CRITERA AND RDP GOALS	H
9.	BILL OF QUANTITIES /COST BREAKDOWN /PRICING SCHEDULE	I
10.	RELEVANT EXPERIENCE	J
11.	DECLARATION THAT INFORMATION ON MUNICIPAL SUPPLIER DATABASE	K
12.	ENTERPRISE QUESTIONNIER	L
13.	TAX CLEARANCE -MBD 2	M
14.	FORM OF OFFER AND ACCEPTANCE -MBD 3	N
15.	DECLARATION OF INTEREST MBD 4	O
16.	PROCUCUREMENT ABOVE 10MIL MBD 5	P
17.	PREFERENTIAL POINTS MBD 6.1	Q
18.	DECLARATION OF BIDDERS PAST SCM PRACTICES MBD 8	R
19.	CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD 9	S
20.	AUTHORITY TO SIGN BID	U
21.	CERTIFICATE OF MUNICIPAL SERVICES	V
22.	BANKING DETAILS	W
23.	COMPANY PROFILE	X
24.	CIDB GRADING	Y
25.	SPECIAL INSTRUCTIONS	Z
26.	CONDITIONS OF BID	Z1
27.	CONTRACT DATA	Z2



HARRY GWALA DISTRICT MUNICIPALITY
“Together We Deliver and Grow”
OFFICE OF THE MUNICIPAL MANAGER
40 Main Street, Private Bag X501, IXOPO 3276
Tel: (039) 834 8707 Fax: (039) 834 1701
Email: madolon@harrygwaladm.gov.za

RE-ADVERTISEMENT BID NOTICE

Bids are hereby invited from qualified and experienced Bidders for the provision of the following services for the Harry Gwala District municipality.

PROJECT NAME	TENDER NUMBER	CLOSING DATE
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VALUE-ADDED TAXATION (VAT) REVIEW AND RECOVERY FOR A PERIOD OF 18 MONTHS.	Contract No. HGDM866/HGDM/2024	30 March 2026 at 12H00

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)
- A signed MDB 3,4,8,9 forms must be completed in full and signed submitted with all Bids (available on our municipal website or at the reception)
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home, rented office or rural area and is not paying for utility bills. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.
- Attach a valid lease agreement if the company is leasing the office space.
- Attach an affidavit if an account is under parents, siblings, or grandparents and you are not paying any Municipal rates
- A Joint-Venture Agreement, if applicable, must be submitted with tender

The following will apply in all the above bids:

- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid Tax certificate or SARS Pin must be submitted
- A firm delivery period must be indicated.
- All tenders must be valid for 90 days after the tender closing date.
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first.
- A signed MBD 1 and 2 forms must be completed in full and signed submitted with all Bids (available on our municipal website or at the reception)
- A signed MBD 6.1 form must be completed to claim preference points
- A signed MBD 5 form must be completed and submitted together with audited financial statements for bids above R10 million.

SPECIFIC GOALS

	<u>Verification Method</u>	<u>Points</u>
<ul style="list-style-type: none">• Promotion of black owned enterprises. 51% to 100% black owned.	ID Copies of directors, Company registration, CSD and shareholder certificates, municipal utility bill	20
<ul style="list-style-type: none">• Promotion of black owned enterprises less than or equal to 50%	ID Copies of directors, Company registration, CSD and shareholder certificates, municipal utility bill	5
<ul style="list-style-type: none">• TOTAL		20

CLOSING DATE

The closing date for the bid is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, IXOPO before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

BID ENQUIRIES

All bid enquiries and other matters shall be directed to Ms Amanda Nongalo or Mr. Xolani Dlamuka during working hours on Tel.:039-834 8700

COLLECTION OF BID DOCUMENTS

Bid documents may be collected from the **05 March 2026** between **09h00 to 16h00** at Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276. Tender documents

will be issued upon payment of a non-refundable cash fee of **R500.00** each. Bid documents can also be downloaded on municipal website: www.harrygwalaadm.gov.za.

G.M. Sineke
Municipal Manager



FORM A: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

CONTRACT NO: HGDM866/HGDM/2024

PROJECT NAME:

It is hereby CERTIFIED that I, (name) in my capacity as.....and a duly authorized representative if..... (the TENDERER) of (address)..... in the company of..... (the TENDERER) attended the official Site Inspection on (date) for and on behalf of the above-named Tenderer.

I hereby further DECLARE that I am satisfied with the description of the Works and the explanations given by the above-named Engineer.

SIGNATURE
(On behalf of TENDERER)

DATE
AS WITNESS: -

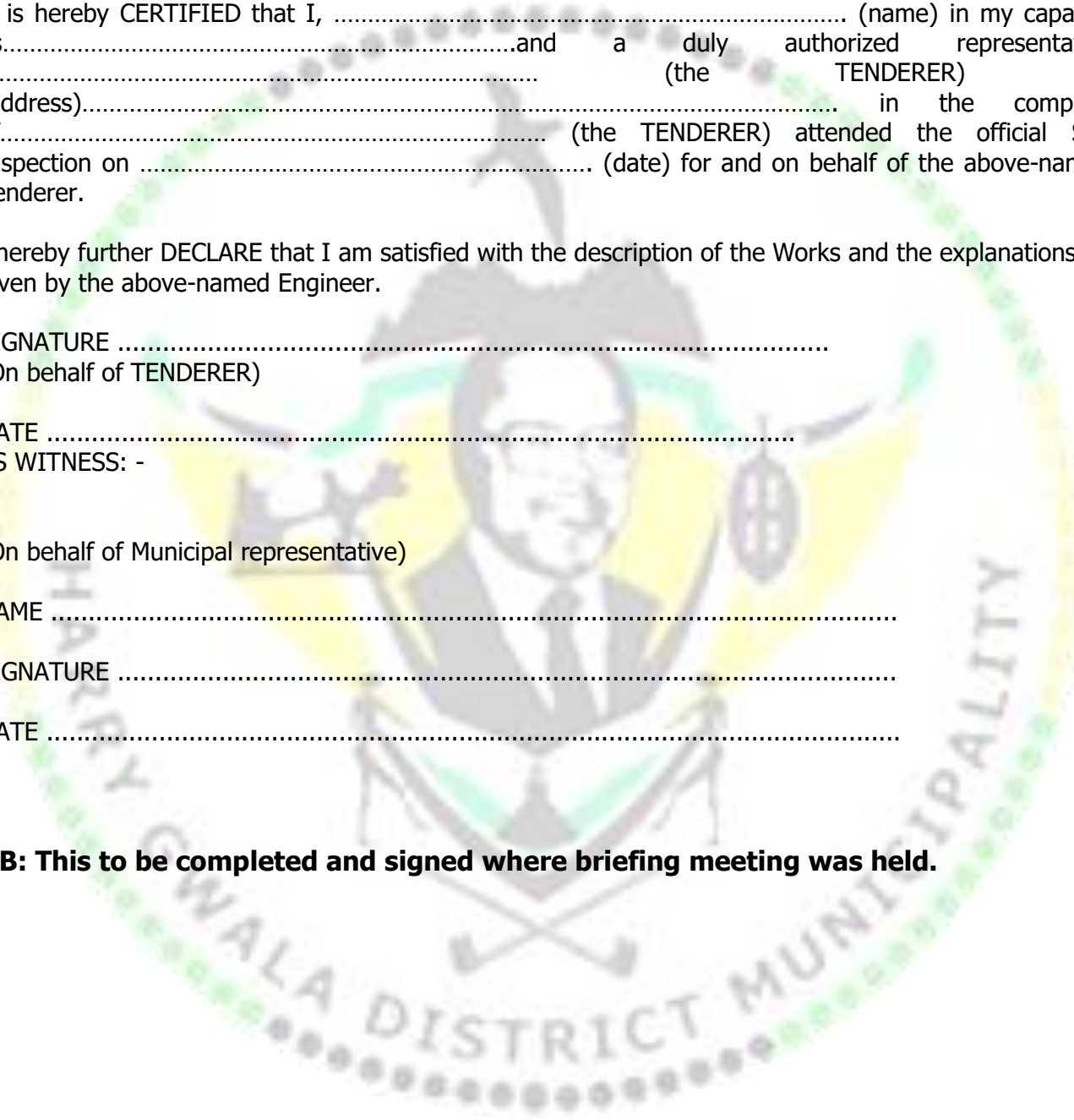
(On behalf of Municipal representative)

NAME

SIGNATURE

DATE

NB: This to be completed and signed where briefing meeting was held.



SECTION B: SCM Compliance

SCM Key compliance:

Invalid or non-submission of the following documents will lead to immediate disqualification

1. The tenderer submits a **valid** Tax Compliance Status (TCS) Pin by the South African Revenue Services or has planned to meet outstanding tax obligations.
2. The suppliers must submit CSD full report or CSD Registration Number
3. MBD Forms (relevant) must be completed in full and be signed and failure to do so will render the service provider being non-responsive. MBD 1,2,3,4,6.1,8 and 9
4. Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) in case a company doesn't have offices and for the company to confirm that Municipal rates are not in arrears for more than 90 days.
 - 4.1 Attach a valid lease agreement if the company is leasing the office space
5. Attach a valid lease agreement if the director is leasing accommodation
6. Attach affidavit if account is under parents, siblings, grandparents and you are not paying any Municipal rates
7. A Joint-Venture Agreement, if applicable, must be submitted with tender.
8. The tender offer must be fully completed and signed by a person authorized to sign on behalf of the Tenderer.

General SCM compliance

Tender offers will only be accepted if:

The tenderer purchase the tender document or downloaded it from the HGDM website

9. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector.
10. The tenderer has not:
 - a. abused the Employer's Supply Chain Management System; or
 - b. failed to perform on any previous contract and has been given a written notice to this effect.
11. The tenderer has completed the Declaration of Interest and Compulsory Enterprise Questionnaire, and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the

best interests of the employer or potentially compromise the tender process and persons in the employe of the state are permitted to submit tenders or participate in the contract.

12. The tenderer is required to complete the Banking Details schedule.
13. Submit proof of a Public Liability Insurance Policy to the value of at least R10 Million providing cover against all claims (including claims related to the use or misuse of firearms), against the Council, service provider or its employees; only if applicable.
14. All returnable schedules are to be completed, and all relevant certificates attached where indicated.

NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY

BID NUMBER: **HGDM866/HGDM/2024**

CLOSING DATE: **30 MARCH 2026**

CLOSING TIME: **12H00**

DESCRIPTION **APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VALUE-ADDED TAXATION (VAT) REVIEW AND RECOVERY FOR A PERIOD OF 18 MONTHS**

DEPOSITED IN THE BID BOX SITUATED AT

**40 MAIN STREET (HGDM Main Office)
IXOPO
3276**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations
5. Eligibility Criteria

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (SEE DEFINITION ON MBD 4 ATTACHED)

THE FOLLOWING PARTICULARS MUST BE FURNISHED

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

PHYSICAL

ADDRESS

.....

EMAIL ADDRESS

.....

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

.....

FACSIMILE NUMBER

CODENUMBER.....

VAT REGISTRATION NUMBER

.....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE

IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

.....

DATE

...../...../.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality: Harry Gwala District Municipality

Department: Budget and Treasury Office

Contact Person: Miss Amanada Nongalo

Email: nongaloa@harrygwalam.gov.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Xolani L Dlamuka

Email: dlamukax@harrygwaladm.gov.za

SECTION D:

REGISTRATION ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIERS DATABASE

1. In terms of the Harry Gwala District Municipality Supply Chain Management Policy Framework, all suppliers of goods and services to the Municipality are required to register on the Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.harrygwaladm.gov.za>, or obtained by collecting it in the offices of the Municipality (SCM).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Municipality may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 De-register the supplier from the Database,
 - 3.2 Cancel a Bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted, or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Harry Gwala office at Harry Gwala District Municipality. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE BID DOCUMENTATION, TO THE RESPECTIVE DEPARTMENT INVITING BIDS.

SECTION E: RECORD OF ADDENDUM TO TENDER DOCUMENTS

Note: This is only applicable where the addendum was issued only.

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Attach additional pages if more space is required.

Failure to acknowledge any addendum released by Harry Gwala District Municipality may result in your tender submission being declared non-responsive.

SIGNATURE: DATE:
 (Of person authorised to sign on behalf of the Tenderer)

SECTION F: REFERENCE LETTERS

Bidders must have specific relevant experience and submit references (in a form of written proof/(s) on organization’s letterhead including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

Reference Letters are to be signed and be stamped by the organisation the bidder has worked for.

NB: In a case where a bidder has purchase orders, those purchase order must be accompanied by the signed stamped reference letters.

Example. - Each Appointment letter must be accompanied by Reference letter
Each Purchase order must be accompanied by the reference letter

SIGNATURE:DATE:
.....
(Of person authorised to sign on behalf of the Tenderer)

SECTION G:

SCOPE OF WORKS

INTRODUCTION OF THE PROJECT

In awarding this Tender, Harry Gwala District Municipality expects the Services Provider to be responsible for following:

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VALUE-ADDED TAXATION (VAT) REVIEW AND RECOVERY FOR A PERIOD OF 18 MONTHS

The successful service provider will be expected to perform the following:

VAT review and recovery:

VAT Review

- Facilitate a VAT review which includes a review of the current status of the treatment of VAT by the Municipality's accounting system to ensure appropriate application of the relevant provisions of the VAT act to ensure optimal claiming of the input tax and appropriate declaration of the output tax timeously.
- Detail examination into the general ledger where VAT was potentially not claimed.
- Review prior period returns as far back as allowed by VAT Act and claim additional funds on behalf of the municipality where possible.
- Review VAT votes for correct treatment in line with VAT Act.

VAT Recovery

- Review the VAT treatment of equitable shares and all other grants, conditional and unconditional to ensure that the treatment is correct from a VAT as well as a grant condition point of view.
- Development and submission of comprehensive VAT schedules and supporting working papers for all relevant calculations, to be retained by the Municipality for governance, audit, and record-keeping purposes.
- Prepare the VAT 201 return and review all supporting documentation for compliance with the VAT Act before submission to SARS.
- Facilitate and pro-actively assist SARS to execute their audit of the VAT 201 returns.
- A comprehensive written report must be submitted on the findings of the review/recovery identifying risk areas, internal control weaknesses and recommendations for improvement.
- Service providers to assist the municipality with Auditor General related queries.

- Working papers of all relevant calculations should be handed over to the municipality.
- Ensuring correct VAT treatment for zero-rated and exempt supplies and documenting the reasoning for audit purposes.

The VAT review/recovery process should include the following:

VAT reconciliations

- Obtain input and output figures from the general ledger per tax period.
- Obtain copies of the VAT 201's submitted to SARS.
- Reconcile the input figures from the general ledger with the input figures reflected on the VAT201's (Submit an electronic reconciliation of the input VAT as per the financial system of the municipality and compare the reconciliation with the figures as per the SARS system (VAT201).
- Reconcile the output figures from the general ledger with the output figures reflected on the VAT201's (Submit an electronic reconciliation of the output VAT as per the financial system of the municipality and compare the reconciliation with the figures as per the SARS system (VAT201).
- Investigate differences.
- Reconciliation of VAT output not yet claimed to the debtors age analysis.
- Regular reconciliations of VAT control accounts in mSCOA to ensure alignment with SARS submissions.

Accounting for VAT in mSCOA

- Providing guidance on the VAT transactions in mSCOA
- Providing guidance on movement Accounting for both input and output tax
- Assistance with ensuring that VAT receipts are correctly allocated to different services and that VAT is correctly accounted for
- Ensuring that VAT on prepaid water and unallocated receipts is correctly accounted for and declared to SARS
- Guiding staff on the use of VAT-specific segments and accounts within mSCOA to ensure that the correct segments are used for budgeting and transacting
- Ensuring that historical VAT data is correctly classified and compliant with mSCOA GRAP requirements
- Modeling VAT impact on budgets and financial forecasts using mSCOA data.
- Monitoring changes in VAT regulations and advising on their impact on municipal operations and mSCOA practices.

1. SPECIAL CONDITIONS:

- 2.1 Service Provider information should be registered on Harry Gwala District Municipality Database.
- 2.2 Service provider must have previous experience in projects of similar nature.
- 2.3 No costs, apart from the costs specified in this document, will be accepted or allowed to be charged to either Service provider, the Service Provider must ensure that all other costs are covered in the tender.

2. VALIDITY:

The Service Provider shall be bound by his offer for a period of ninety (90) days from the closing date.

3. PRICES:

All prices quoted must be firm and inclusive of VAT.

7. COMPLIANCE WITH ANY LEGISLATION, BYLAWS, ETC.


SKILLS TRANSFER

The service provider is required to develop and implement formal skills transfer and capacity-building plan aimed at strengthening the VAT knowledge and competencies of officials within the Budget and Treasury Office.

The plan must outline the training objectives, scope of training, targeted officials, methodology, frequency of training sessions, and measurable outcomes. The Skills Transfer Plan shall be subject to approval by the Municipality.

Skills transfer shall form part of the Service Level Agreement (SLA) performance indicators and will be monitored by the Municipality.

CRITERIA	PORTFOLIO OF EVIDENCE	WEIGHTING	MAXIMUM POINTS
Experience of the company in VAT review and recovery in municipal institutions	Appointment Letters and signed Reference letters from previous appointments in municipal institutions. NB Each appointment letter should be accompanied by a signed reference letter by Municipal Manager/ CFO or Head of Department with contactable references and designation of the municipal official.	<p>5 points per appointment letter accompanied by a reference letter from the same municipal institution. (for session or subcontracting attach also appointment letter of main client)</p> <p>0 points for non-submission of appointment letters accompanied by a reference letter from the same municipal institution.</p>	25
Total funds recovered from SARS and total appeals/assessments successfully executed in any municipality within past 6 tax years in any 12-month tax period (March – Feb).	Statement of account from SARS for tax period; and Confirmation of amounts recovered from SARS and successfully appealed on client letterhead and signed and stamped by client.	<p>20 points - More than 135 million recovered per tax year</p> <p>10 Points – 75 million – 135 million recovered per tax year</p> <p>5 points – below 75 million recovered per tax year</p>	20
Technical Expertise and Competency of the COMPANY DIRECTOR with the necessary experience working in the review and vat recovery project in the local	CV, certified copies of qualifications and Proof of Registration with relevant Institutes	20 points for 15 and more years of experience as CA with SAICA or SAIPA or SAIT and SARS registration.	20

<p>government and proof of directorship must be:</p> <ul style="list-style-type: none"> - Registered with South African Institute of Chartered Accountants (SAICA); or <p>Registered with South African Professional Accountant (SAIPA); And Registered Tax Practitioner</p> <p>(Detailed CVs and certified copies of qualifications as Chartered Accountant, registered auditor and tax practitioner and company registration documents proving directorship)</p> <p>(Where there are more than one company directors in a company, at least one director must meet the above the requirements)</p>		<p>.</p> <p>10 points for 6 to 14 years of experience post SAICA or SAIPA or SAIT and SARS registration.</p> <p>5 points with 5 years of experience with no proof of registration with any RCB and SARS</p>	
<p>Technical Expertise and Competency of the PROJECT LEAD/MANAGER with the necessary experience working in the review and vat recovery project in the local government must be:</p> <ul style="list-style-type: none"> - Registered with South African Institute of Chartered <p>Registered with Post Graduate Certificate in Advanced Taxation/Vat,</p>	<p>CV, certified copies of qualifications and Proof of Registration with relevant Institutes</p>	<p>15 points for 15 or more years of experience as a CA and Post Graduate Certificate in Advanced Taxation /VAT</p> <p>10 points for 10 to 14 years of experience as a PA and Post Graduate Certificate in Advanced Taxation /VAT</p>	<p>15</p>

<p><i>Registered with South African Professional Accountant (SAIPA);</i></p> <p>and</p> <p>Registered Tax Practitioner</p> <p>(Registration certificates to be submitted i.e.: Detailed CVs and certified copies of qualifications as Chartered Accountant; post Graduate Certificate in advanced Taxation and confirmation of tax practitioner from SARS.)</p>		<p>and post SAICA or SAIPA registration.</p> <p>5 points for less than 10 years of experience as a CA or PA and Post Graduate Certificate in Advanced Taxation /VAT</p> <p>0 Point for no experience</p>	
<p>Technical Expertise and Competency of the COMPANY DIRECTOR PROFESSIONAL AFFILIATIONS with the necessary experience working in the review and vat recovery project in the local government and proof of directorship must be:</p> <p>-Registered with the Association of Advanced of Black Accountants in Southern Africa (ABASA)</p> <p>(company registration documents proving directorship and certificates proving membership)</p> <p>(Where there are more than one company directors in a company, at least one director must meet the above the requirements)</p>	<p>Proof of registration with relevant institution</p>	<p>10 points for at least 1 director</p> <p>0 points for no director</p>	<p>10</p>

<p>Technical Expertise and Competency of the COMPANY DIRECTOR PROFESSIONAL AFFILIATIONS with the necessary experience working in the vat recovery project in the local government and proof of directorship must be:</p> <p>Registered with Institute of Directors of South Africa (IODSA)</p> <p>(company registration documents proving directorship and certificates proving membership)</p> <p>(Where there are more than one company directors in a company, at least one director must meet the above the requirements)</p>	<p>Proof of registration with relevant institution</p>	<p>10 points for at least 1 director</p> <p>0 points for no director</p>	<p>10</p>
<p>TOTAL MAXIMUM POINTS</p>			<p>100</p>

**Section H:
Evaluation Criteria and RDP Goals**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 POINTS WILL BE AWARDED AS FOLLOWS: -

Received Responsive open tender will be evaluated based on the following criteria. The bid will be evaluated in two stages namely:

- Stage 1 - Functionality
- Stage 2 - Price and Preferential Points

Stage 1

Assessment of functionality. Only service providers who achieve a minimum of 80 of the total available points, in accordance with the criteria, will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below. Functionality will first be evaluated using the following points:

Tenderers shall ensure that all relevant information has been submitted with the tender submission to ensure optimal scoring of functionality points.

A score of less than 80 out of 100 points for functionality will render the tender nonresponsive, this therefore indicate that, the onus rests with the tenderer to supply sufficient information to allow for evaluation and award of points detailed below. If insufficient information is supplied, zero points will be awarded for that item. Please note that, functionality points will only be utilized to determine the responsiveness of tenders and will not be utilized further in the evaluation process.

Any tender that will scores below 80 points on functionality will be regarded as non-responsive and shall not proceed to evaluation level.

Stage 2:

This bid Shall be evaluated in terms of the Preferential Procurement Policy Framework Act (No 5 of 2022), bidders may claim preference points in terms of Specific Goal

The 80/20 preference point system will be used for this bid.

PREFERENCE DISCRIPTION	POINT	SYSTEM	NUMBER OF POINTS	VERIFICATION DOCUMENTS
SPECIFIC GOALS			20	
<ul style="list-style-type: none"> Promotion of black owned enterprises. 51% to 100% black owned. 			20	ID Copies of directors, Company registration, CSD and shareholder certificates, municipal utility bill
<ul style="list-style-type: none"> Promotion of black owned enterprises less than or equal to 50% 			5	ID Copies of directors, Company registration, CSD and shareholder certificates, municipal utility bill.
Total points			20	

80/20 Preferential points system

80 Price
20 Specific Goals

Price
$$P_s = 80 \frac{(1 - (P_t - P_{min}))}{P_{min}}$$

TOTAL POINTS 100



APPROVAL OF SCOPE OF WORKS / TERMS OF REFERENCE

Signed by and on behalf of the Harry Gwala District Municipality by in her/his capacity as , she/he is being duly authorized thereto and warranting such authority, at on the day of 20.....

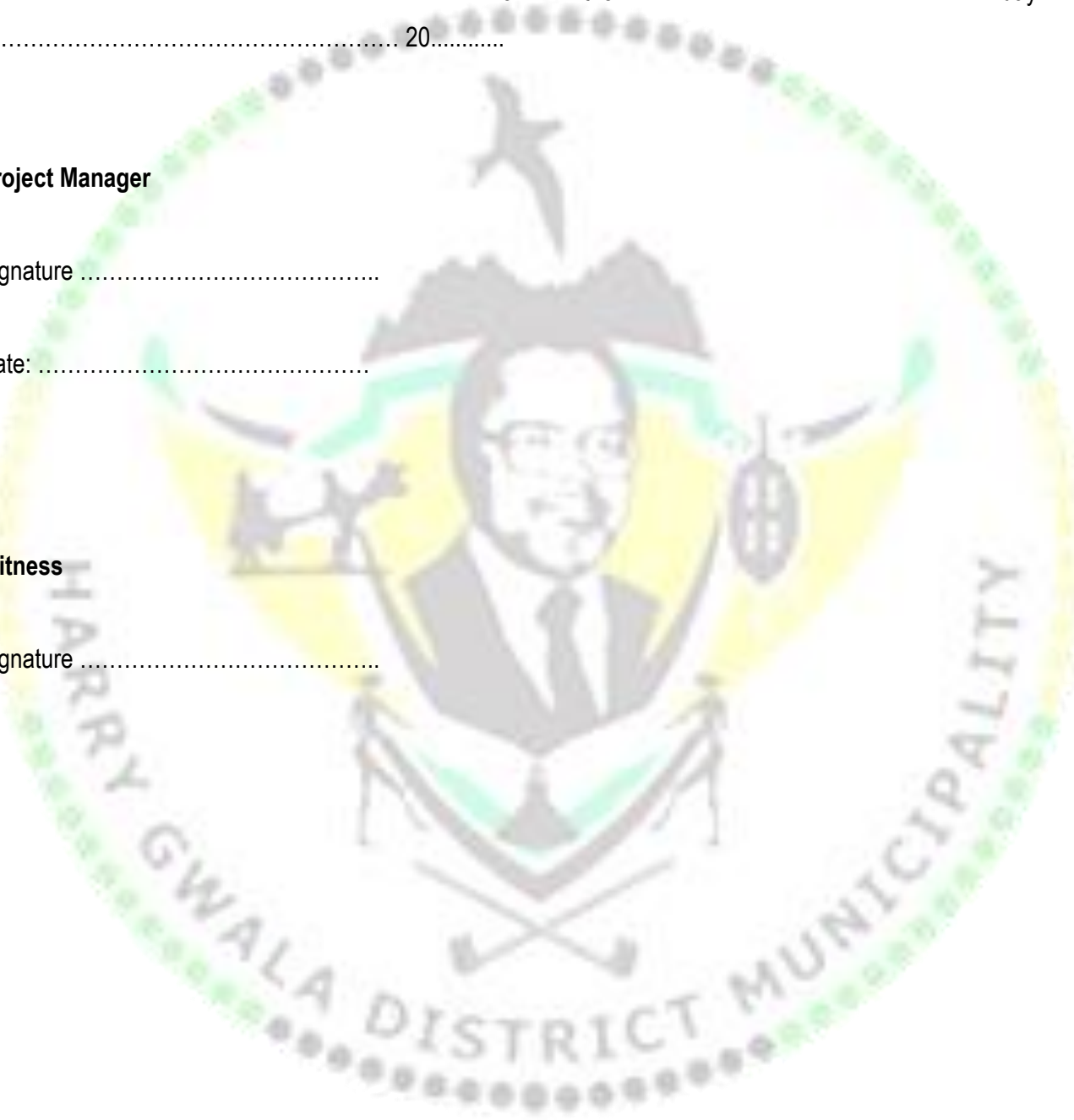
Project Manager

Signature

Date:

Witness

Signature



PRICING SCHEDULE

SERVICE PROVIDERS STANDARDISED RATES PER HOUR INCLUDING VAT

CONSULTANTS	RATE PER HOUR
CHARTERED ACCOUNTANT	
PROFESSIONAL ACCOUNTANT	
PROJECT MANAGER	
SENIOR CONSULTANT	
TRAINING – TRANSFER SKILLS TO THE MUNICIPAL STAFF	
TOTAL	

SECTION J:

RELEVANT EXPERIENCE

Bidders must have specific experience and submit appointment letters as well as references (in a form of written proof/(s) on organization's letter head ad including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

The following is a statement of work of a similar nature successfully executed by myself/ourselves:

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year
--	--------------------	-------------------------	------

Continued overleaf... - /

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

Failure to provide the necessary information will compromise the bidding document.

SIGNED ON BEHALF OF THE BIDDER

.....

SECTION K

DECLARATION THAT INFORMATION ON HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

....., WHO REPRESENTS (state name

Of bidder).....

AM AWARE OF THE CONTENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE WITH RESPECT TO THE SUPPLIER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE EVALUATION PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE :

SECTION L: ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 4: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 5: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

Section 6: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity

- an official of any municipality or municipal entity an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct;

A) TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

SECTION N:**MBD3****FORM OF OFFER AND ACCEPTANCE**

NAME OF BIDDER (ORGANISATION): _____

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

BID NO.....

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

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 Supplier 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.

Price:

R..... (in figures)

*including VAT	
*excluding VAT	

Amount in words.....

* tick relevant box

The prices / rates quoted must be firm	Is the delivery period stated firm? Yes/No:
Name: (of person authorised to sign the bid)	Signature:
Name of Witness:	Signature of Witness:
Date:	Failure of a Bidder to sign this form will invalidate the bid
Address of Organisation: _____	
Telephone No. _____ Fax No. _____	

B. ACCEPTANCE

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

Name : (of person authorised to sign the bid)	Signature:
Capacity:	Date:
Name of Witness:	Signature of Witness:

SECTION O:

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers 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) 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.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.13.1 If yes, furnish particulars.

.....
.....

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**

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?*

YES / NO

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

.....

.....

* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

***YES / NO**

3.1 If yes, furnish particulars

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

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES / NO**

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> Promotion of black owned enterprises. 51% to 100% black owned. 				
<ul style="list-style-type: none"> Promotion of black owned enterprises less than or equal to 50% 				

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SECTION 5:

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>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>audialterampartem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? 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 <input type="checkbox"/>	No <input type="checkbox"/>
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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

CERTIFICATE 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 Institution)

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

I _____ certify _____ on _____ behalf of: _____ that:

(Name of Bidder)

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

- (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



SECTION U:

CERTIFICATE OF AUTHORITY FOR SIGNATURE

The Tenderer must indicate the enterprise status by ticking the appropriate box hereunder.

(I) SOLE PROPRIETOR	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) COMPANY	(V) JOINT VENTURE / CONSORTIUM	
				Incorporated	
				Unincorporated	

The Tenderer must provide a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise(s) **and such resolution shall include a specimen signature of the signatory.**

Failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.

NB: Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Director(s) of the firm and shall be attached and must be on a Company letter head (signature of signatory is required) example (s) is provided below.

(I) CERTIFICATE FOR SOLE PROPRIETOR

I....., hereby confirm that I am the sole owner of the business trading as:
.....

Specimen Signature of Sole Owner:
.....

Date:

(II) CERTIFICATE FOR CLOSE CORPORATION

I / We, the undersigned, being the key members in the business trading as..... hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with the tender for Contract No. and any contract resulting from it on our behalf.

Signatures of Members:

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

Specimen Signature of Signatory:

.....

Date:

(III) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as

.....

hereby authorise Mr/Ms

.....

acting in the capacity of, to sign all documents in connection with the tender for Contract No. and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

Specimen Signature of Signatory:

.....

Date:

(IV) CERTIFICATE FOR COMPANY

I, chairperson
of the Board of Directors

of, hereby confirm that by
resolution of the Board

(Copy attached) taken on
..... 20.....,

Mr/Ms,
acting in the capacity of
....., was authorised
to sign all documents in connection with this tender and any contract resulting from it
on behalf of the company.

Signature of Chairman:

.....

Specimen Signature of Signatory:

.....

Date:

(V) CERTIFICATE FOR JOINT VENTURE / CONSORTIUM

[This Returnable Schedule is to be completed by a Joint Venture / Consortium]

We, the undersigned, are submitting this tender offer in Joint Venture / Consortium and hereby authorise Mr/Ms....., authorised signatory of the company, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting therefrom on our behalf.

NAME OF COMPANY	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....

In addition to this Certificate of Authority on behalf of the JV or Consortium, separate Certificates of Authority are also required from each parent company to the Joint Venture or Consortium. These must be in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise to sign the JV or Consortium Certificate of Authority.

For example, if a joint venture partner is a limited liability company, then a resolution of the board of directors for that company is required to demonstrate that the person signing on behalf of the JV has the authority to do so from the parent company. The tenderer must do this either by using the relevant pro forma certificate (I), (II), (III) or (IV), as provided in this Returnable Form B, for that particular type of parent organisation, or by providing a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise **and such resolution shall include a specimen signature of the signatory.**



SECTION V: CERTIFICATE FOR MUNICIPAL SERVICES

Information required in terms of the Harry Gwala District Municipality’s Supply Chain Management Policy. Latest municipal services account statement must be attached.

Tender Number: HGDM 866/HGDM/2024
Name of the Tenderer: _____

FURTHER DETAILS OF THE BIDDER/S: Proprietor / Director(s) / Partners, etc:

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

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

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

I, _____, the undersigned,

(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment if overdue for more than 30 days.

Signature

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

at _____ on the _____ day of _____ 2 .

Please note:

Even if the requested information if not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.

SECTION W: BANK DETAILS

The Bidder shall provide details of banking details which shall be applicable to this contract.

Bank Details - Bank Name:

Address:

Account Number:

Contact Person:

Tel No.:

Fax No.:

Auditor Details - Firm Name:

Address:

Firm Number:

Contact Person:

Tel No.:

Fax No.:

SIGNED ON BEHALF OF THE BIDDER:

.....

SECTION X: COMPANY PROFILE

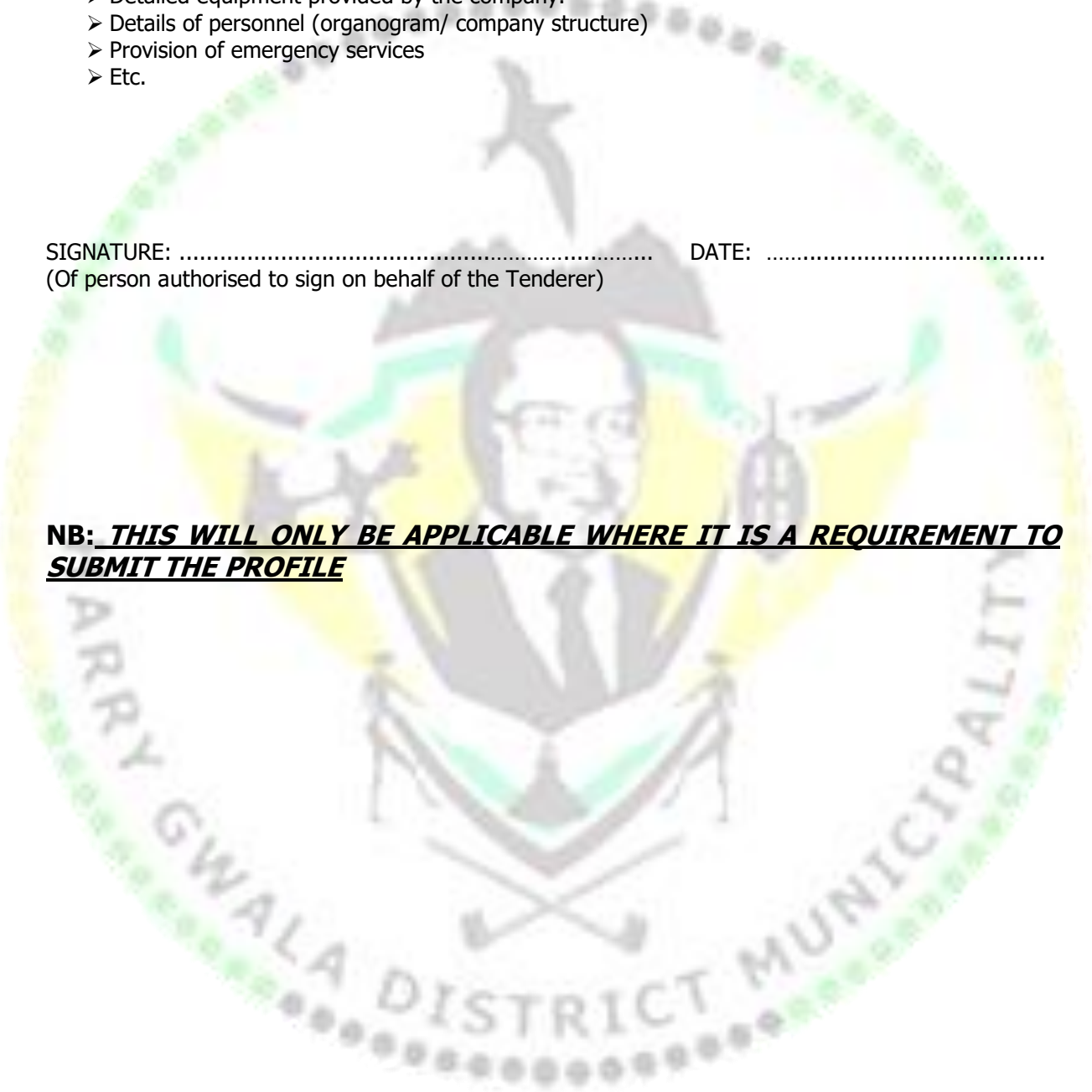
Bidders are required to submit a Company Profile that records their ability to undertake specific tasks.

The Company Profile must include the following items:

- A detailed list of services provided by the company.
- Detailed equipment provided by the company.
- Details of personnel (organogram/ company structure)
- Provision of emergency services
- Etc.

SIGNATURE: DATE:
(Of person authorised to sign on behalf of the Tenderer)

NB: THIS WILL ONLY BE APPLICABLE WHERE IT IS A REQUIREMENT TO SUBMIT THE PROFILE



SECTION Y: CIDB

Bidders must be registered with CIDB in Class of required works and have a grading of specific level or higher. Only bidders who satisfy the eligibility criteria stated in the Bid Data are eligible to submit bids.

CONTRACT NO: HGDM866/HGDM/2024

Name of Bidder :

CRS NO :

CIDB Grading Level:

FOR JOINT VENTURE

Name of Bidder :

CRS Number (1) :

CRS Number (2) :

CIDB Grading Level for Joint venture:

SIGNATURE: DATE:

(Of person authorised to sign on behalf of the Tenderer)

NB: Information to be provided only if applicable.

SECTION Z:

SPECIAL INSTRUCTIONS AND NOTICES TO SERVICE PROVIDERS REGARDING THE COMPLETION OF BID FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003, THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The supplier is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bid documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the supplier must be initialled.

13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached



SECTION Z1:

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Harry Gwala District Municipal Administration (hereinafter called the "Harry Gwala District Municipality") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Municipality during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Municipal Finance Management Act, 2003, the Harry Gwala District Municipality Supply Chain Management Policy Framework, and the General Conditions of Contract.
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Municipality may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Municipality. I/we will then pay to the Municipality any additional expenses incurred by the Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bid and by the subsequent acceptance of any less favourable bid. The Municipality shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Municipality may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executand* in the Republic at (full physical address) :
.....
.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.

6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any quote issue to the satisfaction of the Municipality, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Municipality, in addition to any remedies it may have, may:-
 - (a) Recover from the supplier all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20

AT

.....
**SIGNATURE OF SUPPLIER OR DULY
AUTHORISED REPRESENTATIVE**

.....
NAME IN BLOCK LETTERS

ON BEHALF OF (BIDDER'S NAME):

CAPACITY OF SIGNATORY:

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....

POSTAL ADDRESS

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SECTION Z2:

CONTRACT DATA PROVIDED BY EMPLOYER

PART A: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this contract.

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER
Clause 1.	Name of Employer: The Municipality of Harry Gwala District represented by Head of Municipality: Municipal Manager.
Clause 1.2	Address of Employer: <u>Physical:</u> 40 Main Street Ixopo 3276 <u>Postal:</u> Private Bag X 501 Ixopo 3276 Telephone No: (039) 834 8700 Fax No: (039) 834 1701
Clause 1.3	Name of Project Manager :
Clause 1.4	Special non-working days are Saturdays, Sundays and Holidays and the days following statutory public holidays as declared by National Government: New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill.
Clause 1.5	The Project manager is required to obtain the specific approval of the Employer for any expenditure in excess of the Contract Price.
Clause 1.6	The Works shall be completed for the portions as set out in the Scope of Works The whole of the project shall be completed within 3 months including special non-working days
Clause 1.8	The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule with the following values:

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER

