

**BID DOCUMENTS**

**BID NO 05/2023/2024**

**PANEL OF LOCAL SERVICE PROVIDERS TO PROVIDE  
ACCOMODATION AND CONFERENCE VENUE FOR A  
PERIOD OF 36 MONTHS**



**CLOSING DATE: 24 JUNE 2024 AT 12H00 PM**

**NAME OF BIDDER: .....**

**PHYSICAL ADDRESS: .....**

**.....**

**.....**

**TELEPHONE NO: .....**

**E-MAIL: .....**

## INVITATION TO TENDER

Nongoma Local Municipality invites suitable, qualified, and experienced service providers to submit bids for the below-mentioned services to be rendered for the period of 36 months (three years). Tender documents will be accessible via e-tender portal ([www.etenders.gov.za](http://www.etenders.gov.za)) and municipal website ([www.nongoma.gov.za](http://www.nongoma.gov.za)).

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

Valid Tax status pin and CSD summary report not older than 3 months. Certified copies of company registration documents together with certified copies of company shareholders' Identity Documents. Municipal rates and taxes account not older than 90 days or lease agreement if business is conducted from a leased building accompanied by the building municipal rates and taxes account not older than 90 days, alternatively if business is conducted from a rural area proof of residence for business accompanied by the SAPS Affidavit stating where the business is operating must be submitted. MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9 must be fully completed and signed.

| PROJECT NAME                                                                   | BID NUMBER   | COMPULSORY BRIEFING SESSION                                     | MINIMUM FUNCTIONALITY POINTS | TECHNICAL ENQUIRIES                 | CLOSING DATE                |
|--------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------|------------------------------|-------------------------------------|-----------------------------|
| PANEL OF FILLING STATION TO SUPPLY FUEL FOR NONGOMA MUNICIPALITY               | 13/2023/2024 | N/A                                                             | 75 POINTS                    | MISS L MAEMA<br>035 831 7500        | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF TRAVELLING AGENTS FOR NONGOMA MUNICIPALITY                            | 10/2023/2024 | N/A                                                             | 75 POINTS                    | MRS TS<br>BUKHOSINI<br>035 831 7500 | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF ADVERTISING AGENTS FOR NONGOMA MUNICIPALITY                           | 08/2023/2024 | N/A                                                             | 75 POINTS                    | MRS TS<br>BUKHOSINI<br>035 831 7500 | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL SERVICE PROVIDERS TO RENDER CAR HIRE SERVICE FOR NONGOMA MUNICIPALITY    | 07/2023/2024 | N/A                                                             | 75 POINTS                    | MISS L MAEMA<br><br>035 831 7500    | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF LOCAL FUNERAL PARLOUR TO PROVIDE INDIGENT PAUPER BURIAL               | 06/2023/2024 | N/A                                                             | 35 POINTS                    | MRS TS<br>BUKHOSINI<br>035 831 7500 | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF LOCAL SERVICE PROVIDERS TO PROVIDE ACCOMMODATION AND CONFERENCE VENUE | 05/2023/2024 | N/A                                                             | 35 POINTS                    | MRS TS<br>BUKHOSINI<br>035 831 7500 | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF SERVICE PROVIDERS TO SUPPLY TYRES FOR MUNICIPAL VEHICLES              | 04/2023/2024 | N/A                                                             | 35 POINTS                    | MISS L MAEMA<br>035 831 7500        | 24 JUNE 2024<br>AT 12:00 PM |
| PANEL OF ELECTRICAL CONTRACTORS FOR THE MAINTENANCE OF MUNICIPAL BUILDINGS     | 03/2023/2024 | N/A                                                             | 70 POINTS                    | MR BT<br>KHUMALO<br>035 831 7500    | 25 JUNE 2024<br>AT 12:00 PM |
| PANEL OF MECHANICS AND BREAKDOWNS SERVICES                                     | 02/2022/2023 | 05 JUNE 2024<br>VENUE:<br>NONGOMA<br>MAIN LIBRARY<br>TIME: 11AM | 70 POINTS                    | MISS L MAEMA<br>035 831 7500        | 25 JUNE 2024<br>AT 12:00 PM |
| ADDITIONAL PANEL OF LEGAL SERVICES                                             | 20/2023/2024 | N/A                                                             | 75 POINTS                    | MRS HF<br>NTOMBELA<br>035 831 7500  | 25 JUNE 2024<br>AT 12:00 PM |
| ADDITIONAL PANEL OF CONTRACTORS FOR INFRASTRUCTURE PROJECTS AT NONGOMA         | 21/2023/2024 | N/A                                                             | 60 POINTS                    | MR BT<br>KHUMALO<br>035 831 7500    | 26 JUNE 2024<br>AT 12:00 PM |

|                                                     |                     |     |           |                               |                             |
|-----------------------------------------------------|---------------------|-----|-----------|-------------------------------|-----------------------------|
| MUNICIPALITY                                        |                     |     |           |                               |                             |
| ADDITIONAL PANEL OF ENGINEERING CONSULTANTS         | 22/2023/2024        | N/A | 80 POINTS | MR BT KHUMALO<br>035 831 7500 | 26 JUNE 2024<br>AT 12:00 PM |
| APPOINTMENT OF SECURITY SERVICE PROVIDER            | 01/2024/2025        | N/A | 70 POINTS | MR KH ZULU<br>035 831 7500    | 27 JUNE 2024<br>AT 12:00 PM |
| PANEL OF FINANCIAL EXPERTS FOR NONGOMA MUNICIPALITY | RFP<br>01/2024/2025 | N/A | 70 POINTS | MR N MADWE<br>035 831 7500    | 28 JUNE 2024<br>AT 12:00 PM |

**All bids submitted shall be valid for 120 days from the bids closing date.**

**Functionality criteria for evaluation: 80 for pricing and 20 for specific goals**

| <b>SPECIFIC GOAL</b>                                                                       | <b>NUMBER OF POINTS ALLOCATED</b> | <b>VERIFICATION DOCUMENTS</b>                                                                 |
|--------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Promotion of black owned enterprises</b>                                                | <b>10</b>                         | <b>CIPC registration certificate and detailed CSD summary report.</b>                         |
| <b>Promotion of enterprises owned by disabled RSA citizens</b>                             | <b>05</b>                         | <b>CIPC registration certificate and detailed CSD summary report and medical certificate.</b> |
| <b>Promotion of local enterprises:<br/>Nongoma<br/>Zululand District<br/>KwaZulu Natal</b> | <b>05<br/>03<br/>02</b>           | <b>CIPC registration certificate and detailed CSD summary report and proof of residence.</b>  |

Duly completed bid documents, sealed in an envelope, and marked with the bid number are to be deposited into the bid box at Nongoma Local Municipality, Lot 103 Main Street, Nongoma 3950. Late, telegraphic, telefaxed, or emailed documents will not be accepted. Nongoma Local Municipality does not bind itself to accept the lowest or any bid.

For SCM enquiries, please contact Acting SCM Manager: Mrs TS Bukhosini on 035 831 7500/55

**MR SB NKOSI  
ACTING MUNICIPAL MANAGER**

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## 1. PURPOSE

Nongoma Local Municipality seeks to source a panel of service providers to supply accommodation and conference venue as and when required for a three (3) year period.

## 2. AVAILABILITY

The service provider should be able to provide accommodation and conference venue under urgent and emergency conditions.

## 3. DURATION

The duration of the contract shall be the minimum of three (3) years from the date of appointment.

The probation period for the service provider shall be six (6) months. If the municipality is not satisfied with the services of the service provider within the probation period, then it terminates the services of the service provider and appoints another service provider. The service provider will be evaluated based on performance at least twice a year and prior arrangement will be made regarding such evaluation date.

## 4. EVALUATION OF THE BID

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed bid evaluation committee of Nongoma Local Municipality will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the approved criteria as stated below.
- All proposals submitted will be evaluated on two (2) categories:
  - Functionality (technical content)
  - Specific goal

Bids are evaluated in accordance with the Preferential Procurement Policy Framework Act (MFMA), using the 80/20 split.

The evaluation of the bids will be conducted in the following:

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and minimum threshold value of 35 points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.

During phase two, only the qualifying bids are evaluated in terms of 80/20 preference points systems. 80 points will be used for price only and the remaining 20 points are for specified goals.

For functionality, the following criteria will be applicable and the maximum value of each criterion is indicated as below:

The points associated with the comprehensive proposal will be awarded as reflected in the following table.

| Key aspect of criterion             | Basis for points allocation                                         | Max. Points                                                      | Verification Method                 |
|-------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------|
| Appointment letters/purchase orders | Bidder to have appointment letters/purchase orders supplying orders | <b>30</b><br><br>15>=30<br>10> =20<br>5>=10<br>No letter/order=0 | Appointment letters/purchase orders |
| Company Profile                     | Company profile                                                     | 20<br>No profile=0                                               | To submit company profile           |
|                                     | <b>STAGE</b>                                                        |                                                                  |                                     |
|                                     | <b>SPECIFIC GOAL</b>                                                | <b>20</b>                                                        |                                     |
|                                     | <b>PRICE</b>                                                        | <b>80</b>                                                        |                                     |
|                                     | <b>TOTAL</b>                                                        | <b>100</b>                                                       |                                     |

Only bidders who score a minimum score of **35 points** shall be considered further on 80/20 preferentialpoint system

## 5. SPECIFICATION AND PRICING SCHEDULE

| Services                           | 2023-2024 | 2024-2025 | 2025-2026 |
|------------------------------------|-----------|-----------|-----------|
| Dinner,bed and breakfast-per night |           |           |           |
| Conference venue with full package |           |           |           |

## 6. MANDATORY DOCUMENTS TO BE SUBMITTED TOGETHER WITH PROPOSAL

The bidder shall attach to this page the following:

| NO. | DESCRIPTION                                                                                                                                                                                                                    | YES | NO |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|     | Bidder shall provide the Municipality a valid Tax Status Pin                                                                                                                                                                   |     |    |
|     | Copy of Central Supplier Database registration                                                                                                                                                                                 |     |    |
|     | Certified copies of Identification documents of all Members/ Directors of the Entity as well as Business registration certificate                                                                                              |     |    |
|     | Fully completed and signed MBD's Declaration forms                                                                                                                                                                             |     |    |
|     | Registered in the Database of Nongoma Municipality                                                                                                                                                                             |     |    |
|     | Joint Venture agreement document (if applicable)                                                                                                                                                                               |     |    |
|     | Municipal Rates and Taxes not older than 3 months with lease agreement if renting an office or proof of residence if residing in rural areas together with affidavit confirming that the business does not pay rates and taxes |     |    |

**\*If these documents are not attached, the Bid may be deemed non-responsive and therefore not acceptable.**

**SIGNED ON BEHALF OF THE BIDDER:** .....

## 7. REPORTING

In conducting this service, the service provider shall:

- Liaise closely with the Chief Financial Officer.

## 8. SUBMISSION DATE AND REQUIREMENTS

Proposals are to be completed in accordance with the conditions attached to the terms of reference document and must be sealed and marked: "accommodation- BID NO: **05/2023/24**" and should be submitted in the tender box on or before **24 June 2024 AT 12h00**, at Nongoma Municipal Offices, situated at lot 103 main road Nongoma, 3950, at which time and place bids will be publicly opened. The name and address of the service provider must be clearly written on the sealed envelope containing the proposal.

Late bids or bids received by way of post, facsimile, or e-mail will, under no circumstances, be considered.

## 9. ENQUIRIES

Technical enquiries regarding this request for proposals may be directed to:

Chief Financial officer  
Tel: 035 831 7500/90

**PART A  
INVITATION TO BID**

|                                                                                                   |                                                                                                                |               |              |               |          |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------|--------------|---------------|----------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE Nongoma municipality</b>                 |                                                                                                                |               |              |               |          |
| BID NUMBER:                                                                                       | 05/2023-2024                                                                                                   | CLOSING DATE: | 24 JUNE 2024 | CLOSING TIME: | 12H00 PM |
| DESCRIPTION                                                                                       | <b>PANEL OF LOCAL SERVICE PROVIDERS TO PROVIDE ACCOMODATION AND CONFERENCE VENUE FOR A PERIOD OF 36 MONTHS</b> |               |              |               |          |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b> |                                                                                                                |               |              |               |          |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID

BOX SITUATED AT (STREET ADDRESS

|                                                                                               |                                                                                    |  |                                                                                                                                                                    |         |   |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---|
| <b>NONGOMA LOCAL MUNICIPALITY</b>                                                             |                                                                                    |  |                                                                                                                                                                    |         |   |
| <b>LOT 103 MAIN ROAD</b>                                                                      |                                                                                    |  |                                                                                                                                                                    |         |   |
| <b>NONGOMA</b>                                                                                |                                                                                    |  |                                                                                                                                                                    |         |   |
| <b>3950</b>                                                                                   |                                                                                    |  |                                                                                                                                                                    |         |   |
| <b>SUPPLIER INFORMATION</b>                                                                   |                                                                                    |  |                                                                                                                                                                    |         |   |
| 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: |   |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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                                                       |                                                                                    |  |                                                                                                                                                                    |         |   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                        |                                                                                    |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                                                                                                   |         |   |
| DEPARTMENT                                                                                    | SCM Unit                                                                           |  | CONTACT PERSON                                                                                                                                                     |         |   |
| CONTACT PERSON                                                                                | Mrs TS Bukhosini                                                                   |  | TELEPHONE NUMBER                                                                                                                                                   |         |   |
| TELEPHONE NUMBER                                                                              | 035 831 7500/55                                                                    |  | FACSIMILE NUMBER                                                                                                                                                   |         |   |
| FACSIMILE NUMBER                                                                              | 035 831 3152                                                                       |  | E-MAIL ADDRESS                                                                                                                                                     |         |   |
| E-MAIL ADDRESS                                                                                | <a href="mailto:tusiwe@nongoma.gov.za">tusiwe@nongoma.gov.za</a>                   |  |                                                                                                                                                                    |         |   |

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS AND ARE REQUIRED TO SUBMIT VALID TAX CLEARANCE CERTIFICATE.
- 2.2 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 positioning 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, shareholder<sup>2</sup>): .....

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 number and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you or any Directors/trustees/shareholders/ members presently in the service of the state?

**YES / NO**

3.8.1 If yes, furnish particulars.....

.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

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

<sup>2</sup> 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

.....  
.....

**1. 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:

.....  
.....

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

| Full Name | Identity Number | Are you employed by National/ Provincial/ Local Government? YES/NO | If YES, please give details |
|-----------|-----------------|--------------------------------------------------------------------|-----------------------------|
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |
|           |                 |                                                                    |                             |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## MBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

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

1.5 The maximum points for this bid are allocated as follows:

|                                          | POINTS |
|------------------------------------------|--------|
| PRICE                                    | 80     |
| SPECIFIC GOAL                            | 20     |
| Total points for Price and Specific goal | 100    |

- 1.6 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.
- 1.7 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:

|                                                           |           |                                                           |
|-----------------------------------------------------------|-----------|-----------------------------------------------------------|
| <b>80/20</b>                                              | <b>or</b> | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or        | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

| The specific goals allocated points in terms of this tender                    | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Promotion of black owned enterprise                                            |                                                                                      | 10                                                                                   |                                                                              |                                                                              |
| Promotion of enterprises owned by disabled RSA citizens                        |                                                                                      | 05                                                                                   |                                                                              |                                                                              |
| Promotion of local enterprise:<br>Nongoma<br>Zululand District<br>kwazulunatal |                                                                                      | 05<br>03<br>02                                                                       |                                                                              |                                                                              |
| <b>TOTAL</b>                                                                   |                                                                                      | <b>20</b>                                                                            |                                                                              |                                                                              |

#### **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:** .....

.....

.....

.....

# CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT):.....

CAPACITY: .....

SIGNATURE : .....

NAME OF FIRM: .....

DATE: .....

## WITNESSES

1 .....

2 .....

DATE:.....

**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I... ..in my capacity  
as... ..accept your bid under reference  
number .....dated.....for the rendering of services  
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF<br>SERVICE | PRICE (ALL<br>APPLICABLE<br>TAXES<br>INCLUDED) | COMPLETION<br>DATE | B-BBEE<br>STATUS LEVEL<br>OF<br>CONTRIBUTION | MINIMUM<br>THRESHO<br>LD FOR<br>LOCAL<br>PRODUCTI<br>ON AND<br>CONTENT<br>(if<br>applicable) |
|---------------------------|------------------------------------------------|--------------------|----------------------------------------------|----------------------------------------------------------------------------------------------|
|                           |                                                |                    |                                              |                                                                                              |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL

**WITNESSES**

1 .....

2 .....

DATE: .....

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

| ITEM  | QUESTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YES                                 | NO                                 |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(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 audit alteram partem rule was applied).</b></p> <p><b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> <p>If so, furnish particulars:</p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.1.1 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                    |
| 4.2   | <p>Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)?</p> <p><b>(The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>                                                                                                                                                                                                                                                                                         | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                                    |
| ITEM  | QUESTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YES                                 | NO                                 |
| 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                                    |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or any other municipality/municipal entity, that is in arrears for more than three months? If so,                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.4.1 | 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars:                                                                                                                                                                                  |                                 |                                |

1. 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 to combat the abuse of the supply chain management system.
2. **The bid of any bidder may be rejected if the bidder, or any of its directors have:**
  - a) Abused the Municipality'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) Wilfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or
  - d) Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

#### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

<sup>3</sup> 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 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 consortium<sup>3</sup> 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