NDLAMBE MUNICIPALITY

TENDER DOCUMENT

TENDER 11/2627

APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C

NAME OF BIDDER	
BIDDERS CSD NO	
CIDB CRS NO	
CONTACT PERSON	
TELEPHONE NO.	
EMAIL ADDRESS	
PHYSICAL ADDRESS	

	PACKAGE C
CIDB GRADE	

MARK TENDERED PACKAGE WITH AN "X"

Closing date: Monday, 16 November 2026 at 12:00

NDLAMBE MUNICIPALITY

TENDER 11/2627

INVITATION TO TENDER - APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C

Ndlambe Municipality hereby invites experienced suitably qualified and experienced Contractors to submit bids for the APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS – PACKAGE C to Ndlambe Local Municipality for a period of 36 months.

Package C: Grade 4CE/GB AND HIGHER

Fully detailed requirements and deliverables are set out in the returnable Tender Document.

EVALUATION
Bids will be evaluated on compliance with specifications and functionality as follows (the detailed requirement matrix is set out in the returnable document).

Functionality Criteria – Package C	Maximum Points
Maximum Points	100
Related Experience	40
Resource Capability	45
Health and Safety Officer	15

Bidders must obtain a minimum functionality score of 70% to pass the price/specific goals calculation stage. Proposals not achieving a functionality score of at least 70 points will NOT go forward to the Price/Specific Goals points calculation stage of the evaluation process.

Bidders shall take note of the following BID CONDITIONS:

1. Prices must be valid for the full duration at the validity period as noted in pricing schedule. Confirmation of this effect should appear on the pricing document.
2. Prices quoted must be firm and must be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. Bidders should provide pricing in respect of all required items.
5. Bids that are late will not be considered, whilst the lowest or only quotation will not necessarily be accepted.
6. A tax reference number and **PIN** or **TCC** must be provided.
7. Bidders must complete the Council's Declaration of Interest form (**MBD4**).
8. Bidders must complete the Council's Declaration for procurement above R5 million (VAT included) form **MBD5**).
9. Bidders must complete the Declaration of Bidder's Past Supply Chain Management Practices form (**MBD8**).
10. Bidders must complete a Certificate of Independent Bid Determination (**MBD9**).

11. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** as well as a

11.1. **Original certified copy** of the proof of B-BBEE certificate **or original B-BBEE sworn affidavit**.

11.2. A Municipal Billing Clearance Certificate which covers, if applicable, both the company and its directors, must accompany all bids (a declaration form is included in the returnable document).

12. A Municipal Billing Clearance Certificate (in respect of both the company and, if applicable, directors/owners) must accompany all bids.

13. Evidence of registration of the company on the Central Supplier Database (CSD) must be provided (Supplier Number).

14. It should be noted that, with respect of this bid, the 80/20 points system will be applied, 80 being for price and 20 for the Specific goals.

15. The award will be made in terms of the Municipality's Supply Chain Management Policy.

16. **All bids must be submitted on the official bid document provided by the Ndlambe Municipality.**

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website https://ndlambe.gov.za/web/returnable-bid-documents/ **N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R147-55 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.**

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY. Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from 15 October 2026 (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C "** and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred, not later than 12h00 on Monday, 16 November 2026. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day. ***N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED***.

Further technical details may be obtained from tenders@ndlambe.gov.za or vtshangana@ndlambe.gov.za

NOTICE NUMBER: 239/2026
15 OCTOBER 2026
NOTICE BOARDS, WEBSITE, TALK OF THE TOWN

ADV R. DUMEZWENI
MUNICIPAL MANAGER

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INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO SUBMIT A BID FOR THE APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS - PACKAGE C

BID NUMBER: TENDER 11/2627 **CLOSING DATE:** 16 November 2026 **CLOSING TIME:** 12H00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

BID DOCUMENTS TOGETHER MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

1. GENERAL REQUIREMENTS

1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **Tender 11/2627 – APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C**

1.2 The bidder is required to furnish full details requested on the bid forms.

1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR QUERIES

Name :	Mr. Lizo Mohapi
Telephone:	046 604 5639
Email :	tenders@ndlambe.gov.za
Project Manager:	Vuyokazi Tshangana
Telephone:	046 604 5595
Email :	vtshangana@ndlambe.gov.za

3. TERMS AND CONDITIONS

3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested. Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive**.

3.5 Ambiguities

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility

of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

3.6 Use of Bidders information

Under the POPI Act, by submission of this bid, the bidder hereby provides consent to the municipality to utilize information and data sources available to confirm the information provided by bidders and obtain any other relevant information to ensure compliance with applicable procurement regulations. The municipality will treat the bidders' information with confidentiality and access only the information that is required for evaluation and procurement processes.

I_____(bidder's nominated representative) grant the Ndlambe Municipality permission to utilize information and data sources available to confirm the information provided by our enterprise and obtain any other relevant information to ensure compliance with applicable procurement regulations.

3.7 Award Processes

Bidders are advised that any information relating to the bid award process (including the correspondence related to intentions to appoint) will only be issued by the Supply Chain Management office.

THIS BID DOCUMENT WILL ONLY BE ACCEPTED IF IT IS COMPLETED IN BLACK NON-ERASABLE INK.

SCOPE OF WORKS

SPECIFICATIONS FOR THE APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C

1. INTRODUCTION

The Ndlambe Local Municipality is responsible for providing municipal services to its residents across multiple towns such as Port Alfred, Bathurst, Kleinemonde, Bushmans River, Kenton-on-Sea, Cannon Rocks, Boknes and Alexandria. The municipality is tasked with maintaining and upgrading infrastructure for water supply, sanitation, roads, and waste management to ensure consistent service delivery, particularly in light of increasing demand and aging infrastructure.

To support these efforts, the Ndlambe Local Municipality seeks to establish a panel of service providers for the construction-related works under the civil and general building class of works. This panel will provide the municipality with access to a pre-qualified database of competent and experienced Contractors for a maximum period of 36 months. The panel will consist of multiple service providers to enhance service delivery flexibility and reliability, especially during peak demand periods and emergencies

2. SCOPE OF WORK

This specification covers the below contractor grades. Bidders are to ensure they submit their tenders selecting the correct Package with the relevant supporting documentation.

ESTIMATED CIDB CONTRACTOR GRADING	**PACKAGE C** Grade 4CE/GB AND HIGHER

3. DELIVERABLES

3.1. The appointed service provider must have the capacity to render the services as applicable.

3.2. All construction works must be complete, accurate, and supported by appropriate documentation. The Municipality reserves the right to reject incomplete or non-compliant submissions and may withhold payment until satisfactory deliverables have been provided. Continued failure to meet performance standards may result in contract review or termination in accordance with contractual provisions.

4. PRICING STRUCTURE

This bid is only for the placement on the municipal council and will not be subject to price evaluation.

5. GOVERNANCE AND CONTRACT MANAGEMENT

The service provider shall report to the Deputy Infrastructure or a duly delegated official and shall be required to maintain regular engagement with the Municipality to ensure effective contract oversight and coordination of activities.

Progress shall be monitored to review performance, discuss progress, address any challenges encountered, and agree on corrective actions where necessary.

5.1. Duration:

The panel will be established for a maximum period of 36 months on a “as and when required” basis, with no guarantee of allocation of works during the panel term. Appointments or allocations of work shall be done following the municipal procurement processes, subject to additional clauses as stated in this tender document and subsequent contract.

5.2. Contracting

The following construction contracts shall be applicable to this tender, for the current bidding document, and future work allocations, as per the scope of work for each issued procurement transaction.

The General Conditions of Contract for Construction Works (Third Edition) 2015 as published by the South African Institution of Civil Engineering. This publication is available, and tenderers must obtain copies at their own cost from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, Fax: (011) 805 5971, e-mail: civilinfo@saice.org.za.

The SANS Standard Specifications for Civil Engineering Construction prepared by Standards South Africa (SANS 1200). These publications are obtainable, and tenderers must obtain copies at their own cost from Standards South Africa, Private Bag X191, PRETORIA, 0001.

The JBCC Principal Building Agreement (Edition 6.2, March 2018) as published by the Joint Building Contracts Committee (JBCC). This publication sets out the contractual conditions applicable to the execution and completion of the Works, including the respective rights, obligations and responsibilities of the Employer, Contractor, and Principal Agent. Tenderers must obtain copies at their own cost from the Joint Building Contracts Committee (JBCC).

These contracts may also be inspected by appointment at the offices of the Municipality during normal office hours.

5.3. Contracting

5.3.1. A rotation register is maintained per package. Each allocation is recorded with the date, provider, work order reference and the reason for the allocation, for audit purposes.

5.3.2. A Contractor who is offered work and declines, or who is unavailable or non-compliant, moves to the back of the rotation for that cycle; the next eligible provider is allocated and the reason recorded.

5.3.3. In a genuine emergency, the nearest available suitable provider may be allocated out of rotation, with the reasons recorded and the rotation corrected at the next opportunity.

5.4. Periodic revision of the panel and admission of new entrants

5.4.1. The panel is an open arrangement that is revised periodically to enable new entrants to join, so that the panel does not unduly restrict competition over its term.

5.4.2. Prospective service providers may lodge applications, on the official bid documentation, at any time during the contract period.

5.4.3. Applications are considered bi-annually (every six months) at the discretion of the Accounting Officer. Applicants considered in a revision window must meet the same minimum requirements, achieve the same functionality threshold,, and accept the prevailing Framework Agreement terms.

5.4.4. Newly admitted providers will participate in the rotation on the same basis as existing members.

5.4.5. Periodic revisions do not extend the overall contract period; new entrants serve only the remaining period of the contract.

5.4.6. The Municipality will give notice of each revision window on the municipal website. This approach is consistent with National Treasury good practice for open panels/framework arrangements and with the direction of the Public Procurement Act, 2024 (framework agreements), which provides for periodic admission to framework arrangements.

5.5. Nature of the arrangement and Treasury alignment

Classification

This is a multi-provider panel constituted as a framework-type arrangement: it secures no guaranteed quantities, and is called off on an as-and-when basis. Under the current legal framework – the Municipal Finance Management Act, the Municipal Supply Chain Management Regulations, 2005, and the Preferential Procurement Policy Framework Act with the Preferential Procurement Regulations, 2022 – it is established through an advertised competitive bidding process.

6. ELIGIBILITY

Tenderers must submit a tender offer that complies in all aspects to the conditions as detailed in this document. Only those tenders that comply in all aspects with the tender conditions,

specifications, functionality and contract conditions will be declared responsive.

Only those tender submissions from which it can be established that a clear and unambiguous offer has been made to Employer, by whom the offer has been made and what the offer constitutes, will be declared responsive.

Only those tenders that satisfy the following pre-qualification criteria will be declared responsive:

6.1. Construction Industry Development Board (CIDB) Registration

Only those tenders submitted by tenderers who are registered, or capable of being registered, with an active status with the CIDB, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a CE (Panel 1) and GB (Panel 2) class of construction work, will be declared responsive.

6.2. Joint Ventures are eligible to submit tenders provided that:

6.2.1. every member of the joint venture is registered with an active status with the CIDB.

6.2.2. the lead partner has a contractor grading designation of not lower than one level below the required grading designation in the CE (Panel 1) and GB (Panel 2) class of construction work: and

7. CONFIDENTIALITY AND DATA PROTECTION

The service provider shall treat all information obtained in the course of performing the services as strictly confidential and shall not disclose such information to any third party without the prior written consent of the Municipality. All data, records, reports, and working papers generated or accessed during the execution of this contract shall remain the property of the Municipality and shall be handled in accordance with applicable data protection legislation.

The service provider shall implement appropriate safeguards to protect the integrity and confidentiality of municipal information and shall ensure that such information is used solely for the purposes of fulfilling the obligations under this contract.

8. GENERAL CONDITIONS

The service provider shall comply with all applicable legislation, including but not limited to tax legislation, municipal finance management requirements, and supply chain management policies. The Municipality reserves the right to:

- Verify all information and documentation submitted
- Request additional information where required

- Reject any work that does not meet the required standards

Failure to comply with the terms and conditions of this contract may result in:

- Withholding of payment
- Termination of the contract
- Any other action deemed necessary in terms of applicable legislation and contractual provisions

9. FINANCIAL CAPACITY AND PAYMENT UNDERTAKING

The submission of this bid constitutes an undertaking by the bidder that it possesses the necessary financial capacity and resources to execute the services required by the municipality for the duration of the contract. The bidder confirms that it has sufficient working capital and financial stability to procure materials, mobilise resources, and meet all operational expenses associated with the contract. The municipality processes payments in accordance with the applicable legislative framework and its internal financial procedures, which provide for the settlement of valid invoices within 30 days of receipt of a compliant invoice and supporting documentation. The bidder, therefore, acknowledges that it must have adequate financial capability to sustain operations pending the municipal payment cycle and that the municipality shall not be liable for any operational costs incurred by the bidder prior to payment being effected in accordance with these provisions.

10. PERFORMANCE OF SUCCESSFUL BIDDER

The successful bidder will undergo a performance review by the Ndlambe Municipality upon delivery of each order that will assess the bidder's performance. If the successful bidder is underperforming on a continuous basis or not meeting the service level required as per the contract, the service provider will be issued a written notification of such poor service. Continued poor performance shall result in the termination of the contract.

I hereby confirm that I have familiarised myself with the requirements of this bid and hereby accept all the terms, conditions, and obligations contained in the bid documentation.

Signature: _____

Name of Bidder/Authorised Representative: _____

Designation: _____

Date: _____

FUNCTIONALITY EVALUATION
PACKAGE C (Grade 4CE/GB OR HIGHER)

The bid will be subject to a functionality evaluation, to determine the technical capability of the bidder.

For grade 4GB and higher experience in general building works is required.

For grade 4GB and higher Relevant experience in civil engineering works across the following disciplines is required:

- Roads and Stormwater, Sewer; and Water projects.

The Municipality will evaluate and categorise successful bidders according to the relevant experience demonstrated in all different disciplines. Bidders may be categorised into one or more of the above disciplines based on the experience submitted and verified during the evaluation process. Bidders must obtain a minimum functionality score of 70 points out of 100 points to proceed to the Price and Specific Goals evaluation stage. Bidders failing to achieve the minimum score stated above will be disqualified from further evaluation.

Criteria	Assessment Tool	Sub criteria	Points
Experience Related Project Experience	Demonstrated experience in Roads/ Stormwater/Sewer/Water/ building projects	**Completion certificates Roads /Stormwater /Sewer/ Water projects /Building projects (Returnable documents listing scope of works, i.e., completion certificates)** 4 certificates 40 points 3 certificates 30 points 2 certificates 20 points 1 certificate 10 points No relevant certificate 0 points	**40**
Experience Contracts Manager	Years' post qualification experience – Contracts Manager (NQF Level 6 in Civil Min.)	Certified copy of qualification and CV indicating experience. Certified copies shall not be older than 6 months. 10 years and above 15 points More than 5 years and less than 10 10 points More than 2 years and less than 5 5 points 0 -2 years 0 points	**15**
Experience Construction Manager	Years' post qualification experience – Construction Manager (NQF Level 6 in Civil Environment Min.)	**Certified copy of qualification and CV indicating experience. Certified copies shall not be older than 6 months.** 10 years and above 15 points More than 5 years and less than 10 10 points More than 2 years and less than 5 5 points 0-2 years 0 points	**15**
Experience Foreman	Years' experience – Foreman	**CV indicating experience with certified copy of ID** 10 years and above 15 points More than 5 years and less than 10 10 points More than 2 years and less than 5 5 points 0-2 years 0 points	**15**
Experience Health and Safety Officer	Years' post qualification experience – H&S Officer	**Overall post-qualification experience, certified Id. copy and registration with a recognized statutory body (SACPCMP)** Registration with Statutory Body 15 Points No registration 0 Points	**15**
Maximum possible score for quality (M_s)			**100**

The minimum score for functionality is **70% for all packages**. Tenderers that fail to achieve the minimum score for functionality will be declared as non-Responsive.

Where the entity tendering is a Joint Venture, the tender must be accompanied by a joint venture agreement describing exactly what percentage of the works each will be undertaken by each party to the joint venture (appended to Schedule 10, Part T2.2: Returnable Schedules). Failure to submit the agreement will result in disqualification.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

LIST OF SUCCESSFULLY COMPLETED PROJECTS FOR EVALUATION PANEL 1: CIVIL WORKS

Bidders must furnish the details of similar projects successfully completed hereunder.

The table below must be completed by hand for completed Similar Civil Contracts. Proof to substantiate the information below must be submitted with the returnable tender document.

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

I herewith declare the above information is accurate and correct.

…… ……
DATE SIGNATURE OF BIDDER

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

LIST OF SUCCESSFULLY COMPLETED PROJECTS FOR EVALUATION PANEL 2: MAINTENANCE WORKS

Bidders must furnish hereunder details of similar projects successfully completed.

The table below must be completed by hand for Similar Building and Maintenance Contracts completed. Proof to substantiate the information below must be submitted with the returnable tender document.

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

I herewith declare the above information is accurate and correct.

…… ……
DATE SIGNATURE OF BIDDER

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

AVAILABLE PERSONNEL FOR THIS CONTRACT

DETAILS OF EXPERIENCE AND QUALIFICATIONS FOR CONTRACTS MANAGER, CONSTRUCTION MANAGER, FOREMAN AND OHS SAFETY OFFICER

Tenderers shall set out in the Schedules hereunder details of the Experience and Qualifications for the Contracts Manager, the Construction Manager, Foreman and the OHS Safety Officer's experience in work of a similar nature to that for which this Tender is submitted.

The tenderer is reminded that the information provided shall be used to confirm the tendering entity's eligibility to tender, and the responsiveness of the Tender submitted. The tenderer is therefore required to supply detailed information relating to previous projects, and projects to date, to clearly illustrate that the tendering entity meets key staff experience requirements.

Note: Only the information provided on this Schedule, or attached hereto, will be considered. Failure to complete this Schedule may result in the tender being non-responsive.

RETURNABLE SCHEDULE 12 A **CONTRACTS MANAGER**	NAME & SURNAME: …… YEARS ACCRUED EXPERIENCE AS **CONTRACTS MANAGER**: …… QUALIFICATIONS:				
CONTRACT & CLIENT	**NATURE OF WORK**	**POSITION HELD**	**VALUE OF WORK R(m)**	**DATE COMPLETED**	**EMPLOYER AND CONSULTING ENGINEER** **(NAME, TEL No. AND FAX No.)**

NOTE: Attached CV and Proof of Qualifications as per Tender's Obligations clause C2.1.4.3, in order to score ANY Functionality Points.

Also add this person to the Company's Organogram structure.

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

RETURNABLE SCHEDULE 12 B CONSTRUCTION MANAGER	NAME & SURNAME: …… YEARS ACCRUED EXPERIENCE AS **CONSTRUCTION MANAGER (SITE AGENT)**: …… QUALIFICATIONS:				
CONTRACT & CLIENT	**NATURE OF WORK**	**POSITION HELD**	**VALUE OF WORK R(m)**	**DATE COMPLETED**	**EMPLOYER AND CONSULTING ENGINEER** **(NAME, TEL No. AND FAX No.)**

NOTE: Attached CV and Proof of Qualifications as per Tender's Obligations clause C2.1.4.3, in order to score ANY Functionality Points.

Also add this person to the Company's Organogram structure.
Number of sheets appended by the tenderer to this Schedule ..... (If nil, enter NIL).

RETURNABLE SCHEDULE 12 C **CONSTRUCTION OH&S OFFICER**	NAME & SURNAME: …… YEARS ACCRUED EXPERIENCE AS **OCCUPATIONAL HEALTH & SAFETY OFFICER:** …… QUALIFICATIONS:				
CONTRACT & CLIENT	**NATURE OF WORK**	**POSITION HELD**	**VALUE OF WORK R(m)**	**DATE COMPLETED**	**EMPLOYER AND CONSULTING ENGINEER** **(NAME, TEL No. AND FAX No.)**

NOTE: Attached CV and Proof of Qualifications as per Tender's Obligations clause C2.1.4.3, in order to score ANY Functionality Points.

Also add this person to the Company's Organogram structure.

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

RETURNABLE SCHEDULE 12 D **FOREMAN**	NAME & SURNAME: …… YEARS ACCRUED EXPERIENCE AS **FOREMAN**: ……..… QUALIFICATIONS:				
CONTRACT & CLIENT	**NATURE OF WORK**	**POSITION HELD**	**VALUE OF WORK R(m)**	**DATE COMPLETED**	**EMPLOYER AND CONSULTING ENGINEER** **(NAME, TEL No. AND FAX No.)**

NOTE: Attached CV and Proof of Qualifications as per Tender's Obligations clause C2.1.4.3, in order to score ANY Functionality Points.

Also add this person to the Company's Organogram structure.

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

RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation	F Other (Specify)

I/We, the undersigned, am/are* duly authorised to sign the Tender Form for this contract on behalf of..... (bidding entity) acting in the capacity of ..... (Position in the Enterprise), and will sign as follows..... , the Bid/Tender, and all documents and/or correspondence of this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature: _____

Witness 2 Signature: _____

Chairperson's Signature: _____

Date: _____

Name of Directors/Members or Partners	Capacity	Signature	Date

Note:

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.
Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

Alternative a resolution taken by the parties to the bidding entity may be attached to this bid, authorizing a signatory for THIS bid.

FORM OF OFFER

TENDER 11/2627 – APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C (PURCHASES) (MBD 3.1)

Name of Bidder: ……..	**Bid Number:** Tender 11/2627
Closing Time: 12:00 (NOON)	**Closing Date:** 16 November 2026

TENDER WILL BE VALID FOR 90 CALENDAR DAYS

I the undersigned (Full Names) ……duly authorized thereto hereby undertake to supply all the stipulated goods to Ndlambe Local Municipality in accordance with the requirements and specifications stipulated in Tender No. 11/2627 for the **APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C**. The offer/s remains binding upon me/company/close cooperation and open for acceptance by Ndlambe Local Municipality during the validity period indicated and calculated from the closing time of bid.

Signed on this…....day of …… 2026, at …….. (Place)

SIGNATURE OF AUTHORISED PERSON: ……

NAME OF AUTHORISED PERSON: …….

On behalf of the bidder (Company Name)…….

WITNESS 1: …….

WITNESS 2: ……

NDLAMBE LOCAL MUNICIPALITY – MBD 4

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

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

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, hareholder[2]):……..

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. ….……

……..

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;

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

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

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, principal 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:

……..

……..

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

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

……. ……
Capacity **Name of Bidder**

NDLAMBE LOCAL MUNICIPALITY – MBD 5

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Port Alfred
6170

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http://www.ndlambe.gov.za

DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED)

For all procurements expected to exceed R5 million (VAT 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 a municipality 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 a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

……

……

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**

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Port Alfred
6170

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SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:
- 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. Points shall be awarded for:
- 1.2.1. Price;
- 1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
- 1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

1.4. The maximum points for this bid are allocated as follows:

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	Total points	**100**	**100**

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit proof of locality with the bid, will be interpreted to mean that preference points for Bidder Locality are not claimed.

1.7. Ndlambe Local Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the municipality.

2. DEFINITIONS

(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(j) “specific goals” means specific goals as contemplated in Para 4 of Ndlambe Municipality’s Preferential Procurement Policy.

3. BID DECLARATION – SPECIFIC GOALS

3.1 Bidders who wish to claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = _____ Points claimed = _____(see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: _____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

N.B. a recent Municipal Billing Certificate (not dated earlier than three months before the bid closing date) to be attached.

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm: _____

4.2 VAT registration number (if a VAT Vendor) _____

4.3 CSD (Central Supplier Database) number: MAAA_____

4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

_____

4.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Registered Account Number: _____

Stand Number: _____

4.6 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor and Locality in paragraphs 1.4 and 3 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we 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 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES	SIGNATURE(S) OF BIDDERS(S)
1	DATE: .....
2	ADDRESS .....

NDLAMBE LOCAL MUNICIPALITY – MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

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

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

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

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

…….. ……..

Signature **Date**

…….. ……..

Position **Name of Bidder**

NDLAMBE LOCAL MUNICIPALITY – MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

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

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

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[3] 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

[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 FOR MUNICIPAL SERVICES

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

Information required in terms of Ndlambe Municipality's Supply Chain Management Policy, Para 14(5)(b):

Tender Reference or Description: Tender 11/2627 – APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS – PACKAGE C

Name of Bidder:

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 documents.

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 municipal entity 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 _____

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

NDLAMBE MUNICIPALITY

TENDER 11/2627

APPOINTMENT OF PANEL OF CONTRACTORS FOR THE CIVIL ENGINEERING AND BUILDING WORKS IN THE NDLAMBE AREA FOR THREE YEARS -PACKAGE C

ADDITIONAL DOCUMENTATION

Attach further required documentation after this page
(refer also to Tender Invitation Notice and elsewhere in the Bid Documentation):

1. CSD REPORT
2. TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED
3. ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS
4. MUNICIPAL ACCOUNT NOT OLDER THAN THREE MONTHS
5. PROOF OF JOINT VENTURE AGREEMENT (IF APPLICABLE)

BIDDER MUST ATTACH THE CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT

TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED

ATTACH VALID BBBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS

THE BIDDING ENTITY AS WELL AS ALL ITS DIRECTORS MUST SUBMIT A MUNICIPAL ACCOUNT WHICH IS NOT MORE THAN THREE (3) MONTHS IN ARREARS

ATTACH PROOF OF JOINT VENTURE AGREEMENT

GENERAL REQUIREMENTS

1 The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate and will be evaluated inclusive of VAT.
The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

2 COMPETENCY REQUIREMENTS
The service provider should have expertise and experience in the provision of services of a similar nature to the services requested by the NDLAMBE MUNICIPALITY.

3 COMPLETENESS OF THE BID INFORMATION
The NDLAMBE MUNICIPALITY may request clarification or additional information regarding any aspect of the bid. The Bidder must supply the requested information within 48 hours after the request has been made.

4 TERMINATION FOR DEFAULT
The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

a) if the service provider fails to deliver any or all of the goods or provide the required services within the period(s) specified in the contract, or within any extension thereof granted by the client;
b) if the service provider fails to perform any other obligation(s) under the contract; or
c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services.
However, the service provider shall continue the performance of the contract to the extent not terminated.

5 EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following:

a) <u>Assessment of Compliance to bid conditions and scope of work</u>
Bids will be assessed for compliance to the bid requirements and scope of works after which they will progress to the 80/20 evaluation.

b) <u>Assessment of functionality</u>
The assessment of functionality (if applicable) will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold for functionality as per the Bid invitation and will not proceed to the evaluation for price and specific goals. All responses to this bids shall be evaluated in terms of the Functionality Criteria and Score Sheet which is to be completed by all bidders and, documentation supporting each criteria must be supplied.

c) <u>Preference points systems and Specific Goals</u>
Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 points for specific goals as follows as per the MBD 6.1 document.

a. The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

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

Where
Ps = Points scored for price of tender under consideration; Pt = price of tender under consideration; and Pmin = price of lowest acceptable tender.

b. The following tables shall be used to award points for B-BEE contribution and locality points as per the Ndlambe Municipality specific goals.

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 table 1 below**:

B-BBEE Level	**Points - value up to R50 million**	**Points - value above R50 million**
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached as per invitation to tender.

Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: _____

Bidder Locality	**Points - value up to R50 million**	**Points - value above R50 million**
Ndlambe LM	10	5

Evidence required to claim locality points: –

- A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction is not in arrears for more than three months, is to be attached , or
- Lease agreement with a Ndlambe Municipality address, or
- A statement of account with a Ndlambe Municipality address

Where a lease agreement or statement of account has been provided, it subject to the address of the bidder being the same as that on their company registration documents, Central Supplier Database preferred address and have not changed for a period of one year.

A Bidder failing to submit proof of B-BBEE status level of contributor will score zero(0) points. A Bidder will not be awarded points for B-BBEE status level of contributor if the response indicates that the Bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
The points scored by an Bidder for specific goals will be added to the points scored for price. The points scored will be rounded off to the nearest two decimal places. The contract shall be awarded to the Bidder scoring the highest points.
If the price offered by a bidder scoring the highest points is not market related, the Ndlambe Municipality may not award the contract to that bidder.

The Ndlambe Municipality may:

a) negotiate a market related price with the Bidder scoring the highest points or cancel the bid;
b) if the Bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the bid;
c) if the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points, or cancel the bid.
d) If a market-related price is not agreed upon, the NDLAMBE MUNICIPALITY will cancel the bid.

2 COMPULSORY SUB-CONTRACTING

The tender is not subject to subcontracting.

3 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked **"**where after, Bids will be opened in public as per the invitation to tender. Late, telephonic, faxed and emailed electronic bids will not be accepted.

4 RETURNABLES:

The following documents must be submitted with the bidder's Application:

4.1 Applications to be submitted by a Trust require certified copies of:

4.1.1 The Trust Deed and any amendments thereto;

4.1.2 The Trust's Letters of Authority and endorsements thereto;

4.2 Applications to be submitted by a Partnership require certified copies of:

4.2.1 The applicable Partnership Agreement;

4.3 The Identity Document or Registration Document of each partner. Applications to be submitted by a Natural Person require a certified copy of the persons ID.

4.4 Each Bidder shall note the functionality criteria score sheet and, where applicable, documentation supporting each criterion in the functionality table must be supplied.

4.5 **Each Bidder shall complete the form of offer, failure to complete the form of offer will deem the bid non-responsive.**

4.6 Each Bidder shall submit proof of B-BBEE status level of contributor as per the invitation to tender and complete MBD 6.1 to claim preferential procurement points. Failure to submit will result in zero (0) points scored for the B- BBEE points in the specific goals.

4.7 Each Bidder must complete and submit the MBD 4 hereto given Paragraph 44 of the Supply Chain Management Policy of the NDLAMBE MUNICIPALITY which provides that:

4.7.1 Irrespective of the procurement process followed, no award may be made to a person:

4.7.1.1 who is in the service of the state;

4.7.1.2 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

4.7.2 a person who is an advisor or consultant contracted with the NDLAMBE MUNICIPALITY.

4.8 Each Bidder shall complete and submit the Certificate of Independent Bid Determination.

4.9 Each Bidder shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD).

4.10 Each Bidder shall submit proof of valid and compliant SARS Tax status issued in respect of Good Standing, through a SARS Tax pin/Tax Clearance Certificate or CSD SARS compliant status.

4.11 Proof of its VAT registration number, where applicable.

4.12 All Bidders should furnish proof that all amounts due to the Ndlambe Municipality by the Bidder, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Bidders whose address or registered office is not within the jurisdiction of the Ndlambe Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.

4.13 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.

4.14 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, if applicable.

4.15 Details of services provided by the Bidder to any organ of state in the last five (5) years.

BID FORM AND IMPORTANT CONDITIONS

1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Ndlambe Municipality on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and 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/us and open for acceptance by the Accounting Officer during the validity period indicated and calculated from the closing time of the Bid;

(b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;

(c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the NDLAMBE MUNICIPALITY may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the NDLAMBE MUNICIPALITY and I/we will then pay to the NDLAMBE MUNICIPALITY any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bids and by the subsequent acceptance of any less favorable Bid, the NDLAMBE MUNICIPALITY shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contact or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the NDLAMBE MUNICIPALITY may sustain by reason of my/our default;

(d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).

3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

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

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

6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.

7 Are you duly authorized to sign the Bid? ***YES / NO**

8 Has the Declaration of Interest been duly completed and included with the other Bid forms? ***YES / NO**

****Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER_____

DATE:_____

Please complete the following in block letters

Capacity and particulars of the authority under which this Bid is signed _____

Name of Bidder _____

Postal Address _____

Telephone number(s) _____

Facsimile number(s) _____

Bid Number _____

Name of contact person .....

.....

_____

IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.

2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.

3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.

4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.

5. This Request for tender forms part of the official Supply Chain Management Processes of the Ndlambe Municipality and in the event of any conflict between the Supply Chain Management Policy and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.

6. Late and incomplete bids will not be accepted. The only or lowest bid will not necessarily be accepted and the Ndlambe Municipality reserves the right to accept the whole or any portion of a bid, or not to make an award.

7. Posted, e-mailed, or faxed applications will not be accepted.

8. Receipt by the NDLAMBE MUNICIPALITY of the Bidder's response shall not in any manner whatsoever oblige the NDLAMBE MUNICIPALITY to enter any negotiations or to enter into any contract with the Bidder and any award made in terms of this bid shall be subject to an agreement being concluded between the Bidder and the NDLAMBE MUNICIPALITY on terms and conditions acceptable to the Accounting Officer of the NDLAMBE MUNICIPALITY.

9. NDLAMBE MUNICIPALITY accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid.

10. Any costs and/or expenses incurred by any Bidder in submitting its response shall be for the exclusive account of the Bidder and the NDLAMBE MUNICIPALITY shall not be liable in this respect whatsoever.

11. The Bidder acknowledges and agrees that it shall have no claim or claims whatsoever against the NDLAMBE MUNICIPALITY, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Bidder of its response pursuant to the Bidder having been invited to submit same in terms of this documentation.

12. Any Bidder:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the Ndlambe Municipality in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this bid will result in the application not being considered.

14. The Bidder acknowledges that this bid request is for the Bidder to submit a response to the NDLAMBE MUNICIPALITY as constituted by this document, it does not confer on the Bidder any legal right or entitlement or legitimate expectation in relation to the NDLAMBE MUNICIPALITY and the Bidder acknowledges that this bid similarly does not impose or create any obligation on the NDLAMBE MUNICIPALITY to be discharged in favour of the Bidder.

15. No verbal and/or telephonic queries and clarifications will be entertained by the NDLAMBE MUNICIPALITY and must be made in writing and will be responded to accordingly. The NDLAMBE MUNICIPALITY reserves the right to circulate the questions and answers to all registered Bidders in the form of a bulletin. All queries and clarifications are to be addressed to tenders@ndlambe.gov.za the tender reference number Tender 11/2627 must clearly be stated subject line. The cut-off date for such queries and clarifications will be 12:00 on Monday 09 November 2026. Responses to queries received will be published on the municipal website where the notice has been placed.

BID CHECK LIST

This list is aimed at assisting all bidders to submit complete bid documents.

Bidders are to check the following points before the submission of their tender document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned. If any of the items are marked as NO – it might lead to the disqualification of your bid.

ITEM	DESCRIPTION	YES	NO
1.	Provided copy of your company registration document.		
2.	Provided certified copy of your company VAT registration Certificate		
3.	Tax clearance certificate/copy of tax compliance status (TCS) document has been submitted – in the name of the bidding entity		
4.	The bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, which is in arrears for more than three (3) months? No bid will be awarded to a company and its directors that owe more than three (3) months charges to any municipality or metro.		
5.	Lease agreement/municipal account of not older than three months in thename of the bidding entity. (Copy of the lease agreement will only be accepted if water and lights arepart of lease payment).		
6.	▪ Valid B-BBEE Rating Certificate or letter from registered auditor **Original certified copy** of the proof of B-BBEE certificate **or original B-BBEE sworn affidavit** ▪ Consolidated B-BBEE certificate / letter in case of a trust, consortium or joint venture.		
7.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD forms duly completed and signed.		
8.	All pages requiring information have been completed in full and in black ink.		
09.	No pages removed from the tender document		
10.	The pricing schedule has been signed.		
11.	A copy of the resolution of your Board of Directors, similar to the attachedspecimen, authorizing the signatory to sign the tender and the subsequentcontracts, has been attached and signed.		
12.	JV agreement has been attached and signed (if applicable)		

13	Bidder must attach the Central Supplier Database (CSD) registration summary report.		
14.	In case of any amendments made, was it signed in full by the authorized signatory? Please note that the use of tipp-ex will lead to immediate disqualification.		
15.	Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence. ▪ Personal Tax Numbers included ▪ State Employee Number / Persal Number ▪ Identity number ▪ Name		
16.	Please take note of the functionality evaluation criteria that will be applied to your submission inorder to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed. Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

PLEASE NOTE:

No contract will be awarded to a service provider, if the service provider or its directors arein arrears with their municipal accounts for more than three (3) months.

In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, like tax clearance certificates, municipal accounts, etc.

No communication with Ndlambe Municipal officials is allowed after the closing date of the tender. The only authorized form of communication will be through the Supply Chain Management Office.

No bids will be accepted if not submitted on the correct closing date and time in the tender box located at the Supply Chain Management Offices at the Ndlambe Municipality. No late bidswill be considered, even if only late by a minute.