



MARULENG LOCAL MUNICIPALITY RFQNUMBER: RFQ/MLM/SCM/25/2026

RFQ DESCRIPTION: THE APPOINTMENT OF A TRAINING PROVIDER ON TRAINING OF COUNCILLORS ON MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA)

ISSUED BY: SUPPLY CHAIN MANAGEMENT OFFICE
MARULENG MUNICIPALITY
P O BOX 627
HOEDSPRUIT
1380

NAME OF BIDDER	
CONTACT NUMBER	
TOTAL BID PRICE	
CSD NUMBER	



MARULENG MUNICIPALITY

BUDGET AND TREASURY OFFICE REQUEST FOR FORMAL WRITTEN QUOTATIONS

Maruleng Municipality is hereby inviting prospective Service Providers to quote on the following:

Bid No.	Description	Compulsory Site Inspection	Evaluation Criteria	CIDB
RFQ/MLM/SCM/25/2026	The Appointment of a Training Provider on training of councillors on municipal standard chart of accounts (mscoa)	Not applicable	<ul style="list-style-type: none"> ▪ Administrative compliance ▪ Functionality ▪ Price and Specific goals 	Not Applicable

Closing Date : 12 June 2026 at 11:00 am
Contact person : SE Raphela
Contact Number : 015 590 1650
Email Address : raphelae@maruleng.gov.za

Instructions dealing with the depositing of quotations:

Specifications and bidding documents must be obtained at the Maruleng Municipality and Website and be returned in a sealed envelope clearly marked with the **bid number, description and closing date**. Deposit it in the RFQ Box situated at the Entrance of Supply Chain Department (**Inside the building**), Municipal Building, 65 springbok Street. Hoedspruit.

Terms and Conditions relating to tendering:

- The Maruleng Municipality's Supply Chain Management Policy and Preferential Procurement Policy shall apply.
- Bids must only be submitted on the bid documentation (MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9) provided by the Maruleng Municipality.
- Please make use of table 1 in MBD 6.1 to claim points for specific goals. Non- completion thereof will be interpreted to mean that specific points are not claimed.
- Points claimed on disability must be substantiated through the submission of relevant medical documentation issued by a qualified medical practitioner.
- The municipality reserves the right to require a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.
- Emailed, faxed and late quotations will not be considered.
- Quotations submitted are to be valid for the period of 30 working days.
- 80/20 Preferential Pointing System will be used to evaluate the quotes.
- The following documents must be attached to the quotations / proposals, and they will form part of administrative compliance during Evaluation of the bids
 - **Company registration documents**
 - **A copy of SARS pin number Certificate**
 - **MAAA – National Treasury Central Supplier Database registration reference number**
 - **Certified copies of directors ID**
 - **Recent Municipal Statement of account (not older than 3 months) for the company and all directors not in arrears for more than 90 days or lease agreement with a recent rental invoice/statement must be attached. For the companies that operate from the rural areas must submit proof of residence issued by tribal authorities**

FAILURE TO ADHERE TO THESE NOTES WILL RESULT IN THE BIDDER BEING DECLARED AS "NON-RESPONSIVE"

MR. ML MUROA
 Acting Municipal Manager



MARULENG MUNICIPALITY

TERMS OF REFERENCE: BASIC TRAINING OF COUNCILLORS ON MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA)

1. PURPOSE

The purpose of these Terms of Reference is to appoint a suitably qualified and experienced service provider to facilitate basic training for Councillors on the Municipal Standard Chart of Accounts (mSCOA).

The training is intended to equip Councillors with a foundational understanding of mSCOA, its legislative framework, implementation requirements, and its impact on municipal budgeting, reporting, oversight, and service delivery.

2. BACKGROUND

The Municipal Standard Chart of Accounts (mSCOA) was introduced by National Treasury in terms of the Local Government: Municipal Finance Management Act, 2003 (MFMA) to improve financial accountability, transparency, standardisation, and reporting within municipalities.

Councillors play an important oversight and governance role in the municipality and are therefore required to understand the basics of mSCOA in order to effectively perform their responsibilities relating to budgeting, financial reporting, and decision-making.

The municipality therefore intends to conduct a basic training workshop for Councillors to enhance their understanding of mSCOA and related municipal financial management matters.

3. OBJECTIVES OF THE TRAINING

The objectives of the training are to:

- (a) Provide Councillors with a basic understanding of mSCOA;
- (b) Explain the legislative framework governing mSCOA implementation;
- (c) Enhance understanding of the six mSCOA segments;
- (d) Explain the relationship between mSCOA, budgeting, financial reporting, and service delivery;
- (e) Improve Councillors' oversight responsibilities regarding municipal finances;
- (f) Equip Councillors to better interpret budget and financial reports presented to Council and its committees.

4. SCOPE OF WORK

The appointed service provider will be expected to:

4.1 Training Content

- (a) Facilitate training covering, but not limited to, the following topics:
 - (b) Introduction to mSCOA;
 - (c) Legislative framework and National Treasury requirements;
 - (d) Purpose and objectives of mSCOA;
 - (e) Overview of the six mSCOA segments:
 - (i) Funding Segment
 - (ii) Function Segment
 - (iii) Item Segment
 - (iv) Project Segment
 - (v) Region Segment
 - (vi) Costing Segment
 - (f) mSCOA and municipal budgeting;
 - (g) mSCOA and financial reporting;
 - (h) Practical interpretation of mSCOA-based reports;
 - (i) The role of Councillors in financial oversight;
 - (j) Challenges and benefits associated with mSCOA implementation.

4.2 Training Methodology

The service provider must:

- (a) Deliver training in a simple and practical manner suitable for Councillors;
- (b) Use presentations, discussions, and practical examples;
- (c) Provide training material and handouts to attendees;
- (d) Allow for questions and interactive engagement during the session.

5. NUMBER OF PARTICIPANTS

The training is intended for twenty-seven (27) Councillors. The service provider must ensure that the training methodology, materials, and facilitation approach are suitable for this number of participants.

6. TRAINING DURATION

The training is expected to be conducted over a period of **one (1)** day, unless otherwise agreed by the municipality.

7. VENUE AND LOGISTICS

The venue and logistical arrangements for the training will be arranged by the municipality.

The service provider will be responsible for:

- (a) Training facilitation;
- (b) Training material;
- (c) Presentation equipment requirements, where necessary;
- (d) Attendance register;
- (e) Issuing certificates of attendance, where applicable.

8. DELIVERABLES

The appointed service provider will be required to provide the following:

- (a) Training programme/agenda;
- (b) Presentation material;
- (c) Attendance register;
- (d) Copies of training material;
- (e) Training report after completion of the workshop;
- (f) Certificates of attendance, where applicable.

9. MINIMUM REQUIREMENTS

Interested service providers must demonstrate the following:

- (a) Proven experience in municipal finance and mSCOA implementation;
- (b) Experience in facilitating municipal finance training;
- (c) Knowledge of the MFMA and related municipal finance legislation;
- (d) Availability of suitably qualified facilitators.

10. FUNCTIONALITY EVALUATION CRITERIA

Bidders will first be evaluated on functionality before being considered for price and preference points.

The minimum qualifying score for functionality is 70 points out of 100 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.

No	Criteria	Description	Points
1.	Experience in mSCOA and Municipal Finance Training	Demonstrated experience in facilitating training on mSCOA, MFMA, municipal budgeting, financial reporting, or related municipal finance topics	30
2.	Qualifications and Competence of Facilitator(s)	Relevant qualifications and experience of the proposed facilitator(s)	20
3.	Training Methodology and Approach	Quality and suitability of the proposed training methodology and approach	20
4.	Previous Municipal Training Experience and References	Submission of appointment letters for similar municipal training projects together with their associated reference letters	20

5.	Submission of Training Programme/Agenda	Submission of a draft training programme aligned to the scope of work	10
TOTAL			100

10.1 Experience in mSCOA and Municipal Finance Training (30 Points)

Description	Points
5 years and above relevant experience	30
3 - 4 years relevant experience	20
1-2 years relevant experience	10
No relevant experience submitted	0

10.2 Qualifications and Competence of Facilitator(s) (20 Points)

Description	Points
Relevant postgraduate qualification and municipal finance experience	20
Relevant degree/diploma with experience	15
Relevant certificate qualification	10
No relevant qualifications submitted	0

10.3 Training Methodology and Approach (20 Points)

Description	Points
Detailed, practical and interactive methodology clearly aligned to Councillor training	20
Adequate methodology with some practical elements	15
Limited methodology provided	5
No methodology submitted	0

For purposes of assessment:

Detailed, practical and interactive methodology clearly aligned to Councillor training: means a comprehensive training approach that clearly demonstrates an understanding of the training objectives and the target audience being Councillors. The methodology must include a structured training programme, practical municipal examples, interactive engagement methods, presentation techniques suitable for non-technical participants, training material, and clear facilitation methods aimed at enhancing Councillors' understanding of mSCOA and municipal financial oversight responsibilities.

- Adequate methodology means a methodology that addresses the training requirements and demonstrates a reasonable understanding of the scope of work, including the proposed training approach, presentation methods, and training structure, although lacking comprehensive detail or strong practical and interactive elements.
- Limited methodology means a methodology that provides insufficient detail regarding the proposed training approach, contains generic information, or demonstrates limited understanding of the training requirements and expected outcomes.

10.4 Previous Municipal Training Experience and References (20 Points)

Description	Points
5 or more appointment letters for similar municipal training projects, each supported by corresponding reference letters	20
3-4 appointment letters for similar municipal training projects, each supported by corresponding reference letters	15
1-2 appointment letters for similar municipal training projects, each supported by corresponding reference letters	10
No appointment letters and corresponding reference letters submitted	0

For purposes of evaluation:

- Bidders must submit appointment letters for similar municipal training assignments together with their associated reference letters as proof of successful completion of the projects.
- The reference letters must correspond with the submitted appointment letters and must clearly indicate the name of the client, nature of the training provided, and confirmation of satisfactory performance.
- Reference letters submitted without corresponding appointment letters may not be considered for scoring purposes.

10.5 Submission of Training Programme/Agenda (10 Points)

Description	Points
Comprehensive programme submitted and aligned to TOR	10
Basic programme submitted	5
No programme submitted	0

For purposes of assessment:

- Comprehensive programme submitted and aligned to TOR means a detailed and well-structured training programme that clearly outlines the training topics, time allocations, session flow, training objectives, presentation methods, practical activities, and expected outcomes, and demonstrates clear alignment to the scope of work and objectives contained in the Terms of Reference.
- Basic programme submitted means a training programme that provides a general outline of the proposed training sessions and topics but lacks sufficient detail regarding timeframes, methodology, practical activities, session structure, or alignment to the detailed requirements of the Terms of Reference.
- No programme submitted means failure to submit a training programme or submission of information unrelated to the required training programme.

11. EVALUATION CRITERIA

Bids will be evaluated in terms of the municipality's Supply Chain Management Policy and the Preferential Procurement Regulations.

The evaluation process will consist of the following stages:

11.1 Compliance to Administrative Requirements

Bidders will be evaluated for compliance with the administrative requirements of the bid. Failure to submit mandatory returnable documents may result in disqualification.

Administrative requirements may include, but are not limited to:

- (a) Fully completed and signed bid documents;
- (b) Valid tax compliance status;
- (c) Certified copies of qualifications;
- (d) Company registration documents;
- (e) Proof of payment of municipal rates and taxes;
- (f) Any other mandatory returnable documents as required by the municipality.

11.2 Functionality Evaluation

Only bidders who comply with the administrative requirements will proceed to the functionality evaluation stage.

Bidders will be evaluated on functionality based on the criteria contained in this Terms of Reference.

The minimum qualifying score for functionality is **70 points out of 100 points**. Bidders who fail to achieve the minimum threshold will not be considered for further evaluation.

11.3 Price and Preference Points System

Bidders who achieve the minimum qualifying score for functionality will be evaluated on price and preference points in accordance with the Preferential Procurement Regulations and the municipality's Supply Chain Management Policy.

12. PAYMENT TERMS

Payment will be made upon satisfactory completion of the training and submission of all required deliverables, subject to the municipality's normal payment processes.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



MARULENG MUNICIPALITY

MBD 1

PART A : INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MARULENG MUNICIPALITY

BID NUMBER:	RFQ/MLM/SCM/25/2026	CLOSING DATE:	12 JUNE 2026	CLOSING TIME:	11H00
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DESCRIPTION	THE APPOINTMENT OF A TRAINING PROVIDER ON TRAINING OF COUNCILLORS ON MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA)
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

SUPPLIER INFORMATION

NAME OF BIDDER					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS PIN		CSD No:			

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R.....
SIGNATURE OF BIDDER	DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED		

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	SCM	DEPARTMENT	CORPORATE SERVICES
CONTACT PERSON	SE Raphela	CONTACT PERSON	J MAFOLOGELA

TELEPHONE NUMBER	015 590 1650	TELEPHONE NUMBER	015 590 1650
E-MAIL ADDRESS	raphelae@maruleng.gov.za	E-MAIL ADDRESS	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:																														
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022. THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>																														
2. TAX COMPLIANCE REQUIREMENTS																														
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E- FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B.3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHR WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>																														
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center; padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NO</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NO</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NO</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NO</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NO</td> <td></td> <td></td> </tr> </table> <p style="padding: 5px;">IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO			3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO			3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO			3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO			3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO		
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/>	YES																												
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<input type="checkbox"/> NO																														

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.....



MARULENG MUNICIPALITY

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:.....
 - 3.3 Position occupied in the Company (director, trustee, shareholder?).....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
 - 3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitution 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 provincial legislature.

² Shareholder² 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 State service 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 director's 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	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



MARULENG MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

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 Applicable Preference Point System

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

“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.

- (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 RFQ and points claimed are indicated per the table below.

(Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to bidders: The bidders must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black ownership	6	
Women	3	
People living with disability	2	
EME or QSE	2	
Youth	2	
Enterprises located in Limpopo Province – Within Limpopo Province = 2 Within Mopani District = 4 Within Maruleng Municipality = 5	5	
Total	20	

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:

.....

.....

.....

.....



MARULENG MUNICIPALITY

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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 <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:
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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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		



CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



MARULENG MUNICIPALITY

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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



MARULENG MUNICIPALITY

MBD9

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 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 affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. 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

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder