



MARULENG LOCAL MUNICIPALITY

TENDER NO: MLM/SCM/20/2022

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO REVIEW SPATIAL DEVELOPMENT FRAMEWORK OF MARULENG MUNICIPALITY

SEPTEMBER 2022

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

NAME OF TENDERER	
ADDRESS	
TELEPHONE NUMBER	
TOTAL BID PRICE	
CSD NUMBER	

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PLEASE NOTE:

- Each page of the tender document and schedules thereto must be initialised by the relevant authorized person in order for the document to constitute a proper contract between the Municipality and the Tenderer.
- On acceptance of the tender by the Municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.
- Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein may render the tender liable to rejection.

(1) DETAILS OF BIDDER

FULL NAMES	
COMPANY/ENTERPRISE REGISTRATION NO. OR ID NO.	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
TELEPHONE NO.	
CELL NO. OF CONTACT PERSON	
FAX NO.	
E-MAIL ADDRESS	
CONTACT PERSON	
VAT REGISTRATION NO.	



(2) ADVERT

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO REVIEW OF SPATIAL DEVELOPMENT FRAMEWORK FOR MARULENG MUNICIPALITY

BID NUMBER: MLM/SCM/20/2022

Bids are invited from suitably qualified, capable and experienced bidders for the APPOINTMENT OF SERVICE PROVIDER FOR TO REVIEW SPATIAL DEVELOPMENT PLAN FOR MARULENG MUNICIPALITY FOR A PERIOD OF 10 MONTH . Bid documents containing conditions of Tender will be available from **the 2ND September 2022** at Maruleng Local Municipality, Finance Department, 64 Springbok Street, at Hoedspruit. A non - refundable fee of **R500.00** will be charged for each set of documents issued or downloaded. A proof of payment must accompany the submission. **No Briefing session will be held.**

Complete tender documents, fully completed in **BLACK INK**, priced and signed, must be sealed in an envelope clearly marked "**Tender No and Name of the Project**" must be deposited in the Tender Box at No. 64 Springbok Street, Hoedspruit, the Finance Department at the above physical address, by no later than **11:00** on the **7th October 2022.**

Maruleng Local Municipality is not compelled to accept the lowest or any tender. No late, faxed or telephonic tenders will be accepted. Tenders will be evaluated in accordance with the Maruleng Municipality Supply Chain Management Policy; Municipal Supply Chain Management Regulations Gazette No. 27636, 30 MAY 2005, 2005; Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulation of 2017.

Compulsory submissions:

1. Bidders must submit together with their bids a copy of **Company Registration Document (CK)**.
2. Bidder must be registered in the national treasury **Recent valid Central Supplier Database (CSD)** not older than 3 months
3. Failure to submit **Valid SARS Tax Compliance Status pin or Tax Clearance**, may result in a tender deemed non-responsive.
4. Bidders must submit **Certified ID copies of Director's**, not older than 6 months, failure to do that tender will be deemed nonresponsive.
5. Failure to submit **Valid BBBEE Status Level Verification Certificate** will result to a bidder losing points allocated for BBBEE.
6. Any documentation that we have requested to be **certified should not be older than three (3) months**, failure to do that your bid will be deemed nonresponsive.
7. Failure to submit comprehensive **Joint Venture Agreement** (where applicable) will result in a tender deemed non responsive.
8. Proof of purchase of tender document must be attached failure to do so will result in a tender deemed non-responsive

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9. Failure to complete the tender forms e.g. Form of Offer, declaration of interest, will result in a tender deemed non-responsive.

 10. Failure to submit **Statement of Municipal Account (rates & taxes) showing the Market value of the property** for both Directors and Company which is not older than three (3) months **or lease agreement or letter from Traditional Authorities** stating that the bidder is subject of their royal authority and he/she is not obliged to pay Municipal rates and taxes, will result in a tender deemed non-responsive furthermore **ownership of property will be subject to be checked through deeds office.**

 11. Proof of professional board SACPLAN to be attached

 12. Bidders to ensure that their tender is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.

 13. **Company Profile** with proven previous experience must be attached, failure to do so will result to your bid deemed non-responsive.

 14. All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed nonresponsive

 15. Use of tipex is prohibited and the bidder will be deemed non-responsive during the evaluation of tender.

 16. If the bidder have not heard from the municipality within **90 days from the closing date of tender**, company must consider itself unsuccessful.

 17. The Maruleng Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.

NB: tenders will be evaluated in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulations of 2017. Bidders should obtain minimum of 70% for further evaluation.

Enquiries related to this tender must be addressed to **Mr. Mailula G** (SPED) or **MC Malomane** (Supply Chain Management) of Maruleng Local Municipality at Tel: (015) 590 1650.

**NS HOAEANE
ACTING MUNICIPAL MANAGER**

3. EVALUATION CRITERIA

Tenders will be evaluated based on the following administrative compliance:

1. Bidders must submit together with their bids a copy of **company registration document (CK)**.
2. Bidder must be registered in the national treasury **Central supplier database (CSD) and must attach valid CSD not older than 3 months.**
3. Failure to submit **SARS Tax Compliance Status pin or Tax Clearance**, may result in a tender deemed non-responsive.
4. Bidders must submit **certified ID copies of director's**, failure to do that tender will be deemed non - responsive.
5. Failure to submit **BBBEE Certificate with SANAS accreditation** will result to a bidder losing points allocated for BBBEE status.
6. Any documentation that we have **requested to be certified should not be older than six (3) months**, failure to do that your bid will be deemed non - responsive.
7. Failure to submit **comprehensive JV agreement** (where applicable) will result in a tender deemed non - responsive.
8. Failure to **complete the tender forms e.g. Form of Offer, declaration of interest, will result in a tender deemed non - responsive.**
9. The service providers are expected to submit with their tender documents proof of professional board SACPLAN
10. Failure to **submit statement of municipal account (rates & taxes) for both Director and the Company** that is not older than three months or lease agreement or letter from traditional authorities stating that the bidder is subject of their royal authority and that he/she is not obliged to pay municipal rates will result in a tender deemed non - responsive.

-
11. **Company profile with proven previous experience** must be attached, failure to do so will result to your bid deemed non - responsive.
 12. Bidders to ensure that their tender is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.
 13. The Maruleng Local municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.
 14. All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed non - responsive.
 15. Use of tipex is prohibited and the bidder will be deemed non - responsive.

Bidders must further note that:

- Misrepresentation of address of the business with the aim of earning points may lead to disqualification
- Non - disclosure by service providers who are in the employment of the state will lead to disqualification.
- Preferential Procurement Policy Framework ACT NO. 5 2000 (PPPFA) points will be awarded as follows:

PPPFA: 80/20

Received responsive Bids will be evaluated based on the following criteria:

Price - 80

BBBEE - 20

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT		
1. RESOURCES	<p>1. Town Planning Company with experience in developing minimum of 3 spatial development frameworks within the last five (5) years (Provide client reference for all projects completed within the last five years) (10)</p>	20	20	
	<p>Poor (score 1)</p>			<p>Requirements are poorly met. None of the requirements not met.</p>
	<p>Average (score 2)</p>			<p>Requirements inadequately met. One or Two sp development framew developed in the last 5 ye</p>
	<p>Good (score 3)</p>			<p>Meet all requirements. All requirements are met.</p>
	<p>Very Good (score 4)</p>			<p>Exceed requirements. All requirements are met more than 4 to 5 sp development framew developed in the last five y</p>
	<p>Excellent (score 5)</p>			<p>Exceed requirements significantly. requirements are met more than 5 sp development framew developed in the last five y</p>
	<p>2. GIS Experience and Capacity (Provide client reference for 3 projects completed within the last five years in terms of spatial development frameworks or similar spatial plans) (5)</p>			
	<p>Poor (score 1)</p>			<p>Requirements are poorly met. None of the requirements not met.</p>
	<p>Average (score 2)</p>			<p>Requirements inadequately met. One or Two sp development framew related projects complete the last 5 years</p>
	<p>Good (score 3)</p>			<p>Meet all requirements. All criteria requirements met.</p>

	<p>Very Good (score 4)</p>	<p>Exceed requirements. All requirements are met with more than 4 to 5 spatial development frameworks related projects completed in the last 5 years</p>		
	<p>Excellent (score 5)</p>	<p>Exceed requirements significantly. All requirements are met with more than 5 spatial development frameworks related projects completed in the last 5 years</p>		
	<p>3. Sound Participatory Planning, and innovative planning approaches (Company profile must demonstrate Directors/ Members cumulative 20 years experience) (5)</p>			
<p>2. CAPABILITY Experience and Track Record of Team Members</p>	<p>1. Team leader must be a registered Town Planner with BSc or bachelor's degree or Degree in Town and Regional Planning together with project management experience plus a minimum of 15 years' working experience in a spatial planning environment (10).</p> <p>1.1. Criteria Requirements</p> <ul style="list-style-type: none"> i. Team leader must be a registered Town Planner with a BSc or bachelor's degree or Degree in Town and Regional Planning. ii. Team leader must have project management experience. iii. Team leader must have a minimum of 15 years' working experience in a spatial planning environment 		<p>35</p>	<p>35</p>
	<p>Poor (score 1)</p>	<p>Criteria requirements are poorly met. Two of above i, ii and iii criteria requirements are not met.</p>		
	<p>Average (score 2)</p>	<p>Criteria requirements inadequately met. One of above i, ii and iii criteria requirements is not met.</p>		
	<p>Good</p>	<p>Meet all criteria requirements.</p>		

(score 3)	All above i, ii and iii criteria requirements are met.
Very Good (score 4)	Exceed criteria requirement. All above i, ii and iii criteria requirements are met with more than 20 to 22 years' experience in a spatial planning environment
Excellent (score 5)	Exceed criteria requirement significantly. All above i, ii and iii criteria requirements are met with more than 22 years' experience in a spatial planning environment

2. Team leader must have successfully managed minimum of 2 Similar projects in the past 5 years. (10)

Poor (score 1)	0 successfully complete projects in the past 5 years
Average (score 2)	1 successfully complete project in the past 5 years
Good (score 3)	2 successfully complete projects in the past 5 years
Very Good (score 4)	3 successfully complete projects in the past 5 years
Excellent (score 5)	4 successfully complete projects in the past 5 years

3. Composition of technical team to be utilized in the execution of the project consist of the below professions (5)

3.1. Composition of the technical team to be utilized in the execution of the project consist of a minimum of 3 (in addition to the project leader) Planners registered as professionals with SACPLAN with 7 years post qualification experience in spatial planning and land use management

3.1.1. Criteria Requirements

<ul style="list-style-type: none"> i. Technical team must consist of a minimum of 3 (in addition to the project leader) Planners registered as professionals with SACPLAN. ii. Each Planner must have at least 7 years post qualification experience in spatial planning and land use management 			
<p>Poor (score 1)</p>	<p>Not meeting any criteria requirements Not meeting above i and ii criteria requirements</p>		
<p>Average (score 2)</p>	<p>Criteria requirements inadequately met. One of above i and ii criteria requirements is not met.</p>		
<p>Good (score 3)</p>	<p>Meet all criteria requirements. Both above i and ii criteria requirements are met.</p>		
<p>Very Good (score 4)</p>	<p>Exceed criteria requirements Both above i and ii criteria requirements are met more than 12 to 15 years post qualification experience in spatial planning and land use management.</p>		
<p>Excellent (score 5)</p>	<p>Exceed criteria requirements significantly. Both above i and ii criteria requirements met with more than 15 years post qualification experience in spatial planning and land use management.</p>		
<p>3.2. Professional Geographic Information Specialist:</p> <p>Registration with South African Geomatics Council (SAGC) as professional. (A Copy of a valid certificate and a letter of good standing must be attached) and five (5) years post registration experience. (5)</p> <p>3.2.1. Criteria Requirements</p> <ul style="list-style-type: none"> i. Professional Geographic Information Specialist registered with SAGC. ii. Professional Geographic Information Specialist with 			

ten (5) year post registration experience.

Poor (score 1)	Not meeting any criteria requirements Not meeting above i and ii criteria requirements
Average (score 2)	Criteria requirements inadequately met. One of above i and ii criteria requirements is not met.
Good (score 3)	Meet all criteria requirements. Both above i and ii criteria requirements are met.
Very Good (score 4)	Exceed criteria requirements Both above i and ii criteria requirements are met with more than 10 to 12 years post registration experience.
Excellent (score 5)	Exceed criteria requirements significantly. Both above i and ii criteria requirements are met with more than 12 years post registration experience.

3.3. Environmental Specialist:

BSc or bachelor's degree or Degree in Environmental Sciences/ Environmental management and 10 years' post qualification experience in Environmental Sciences/ Environmental management/ Environmental Planning. (5)

3.3.1. Criteria Requirements

- i. Environmental Specialist with BSc or bachelor's degree or Degree in Environmental Sciences/ Environmental management
- ii. Environmental Specialist must have at least 10 years' post qualification experience in Environmental Sciences/ Environmental

	management/ Environmental Planning			
	Poor (score 1)	Not meeting any criteria requirements Not meeting above i and ii criteria requirements		
	Average (score 2)	Criteria requirements inadequately met. One of above i and ii criteria requirements is not met.		
	Good (score 3)	Meet all criteria requirements. Both above i and ii criteria requirements are met.		
	Very Good (score 4)	Exceed criteria requirements Both above i and ii criteria requirements are met more than 10 to 12 years post qualification experience Environmental Science Environmental Management Environmental Planning,		
	Excellent (score 5)	Exceed criteria requirements significantly. Both above i and ii criteria requirements met with more than 12 years post qualification experience Environmental Science Environmental Management Environmental Planning,		

Signature

Date

Position

Name of Tenderer

PRICE SCHEDULE

N.B: Maruleng Municipality will only accept firm prices. Non-firm prices (including prices subject to rates

NB: tenders will be evaluated in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulations of 2017. Bidders should obtain minimum of 70% for further evaluation.

(4) FORM OF TENDER AND DECLARATION

TENDER NO: MLM/SCM/20/2022

DECLARATION:

To: Acting Municipal Manager
MARULENG MUNICIPALITY
PO BOX 627
HOEDSPRUIT
1380

Sir

I/We, the undersigned:

- a) Tender to supply to Maruleng Municipality all of the services described both in this tender and the other forms and schedules to this tender.
- b) Agree that we will be bound by the specifications, prices, terms, conditions and proposals stipulated in the schedules attached to this tender document, regarding delivery and execution.
- c) Confirm that this tender may only be accepted by the Maruleng Municipality by way of a duly authorized Letter of Acceptance.
- d) Declare that we are fully acquainted with the schedules and the contents thereof and that we have signed the schedules, attached hereto
- f) Declare that, each page of the tender document and amendments thereto will be initialised by the relevant authorized person in order for the document to constitute a proper contract between _____ Maruleng Municipality and the undersigned on acceptance of the tender.

Signed at _____ on this _____ day of _____ 2022

Signature of Tenderer _____

Name of Tenderer _____

As Witnesses:

1. Signature _____ Name in full _____

I.D. No _____

2. Signature _____ Name in full _____

I.D. No _____

Where the Tenderer is a Company, Corporation or Firm a duly authorized resolution must accompany the tender.

(5) CONTRACT FORM

SECTION 1 (TO BE FILLED IN BY THE BIDDER)

Tender amount R _____ Tender number _____

Company/Entity Registered Name:

Registration Number:

AND WHO IS represented herein by: (full names of signatory) _____

duly authorised to act on behalf of the Tender in his capacity as:(title) _____

HEREBY AGREES THAT by signing the Contract Form, the Bidder:

1. Confirms that it has examined the documents listed in the Index and has accepted all the Conditions of Tender;
2. Confirms that it has satisfied itself as to the correctness and validity of the tender; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
3. Offers to supply all or any of the goods and/or render all or any of the services described in the tender document to Maruleng Municipality in accordance with the:
 - 3.1 terms and conditions stipulated in this tender document;
 - 3.2 specifications stipulated in this tender document; and
 - 3.3 at the price reflected in the tender document
4. Agrees that the following documents shall form the Contract between the parties in the event that the Tenderer is successful:
 - 4.1 Price Schedule
 - 4.2 Specification
 - 4.3 All Declarations
 - 4.4 General Conditions of Contract; and
 - 4.5 Special Conditions of Contract

5. Accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of this Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 2022

Signature(s)

Print name(s):
On behalf of the Bidder (duly authorised)

<p>WITNESSES</p> <p>1.</p> <p>2.</p> <p>DATE.....</p>

SECTION 2 (TO BE FILLED IN BY MARULENG MUNICIPALITY)

By signing this *Contract Form* Maruleng Municipality (also referred to as the 'Purchaser'):

1. Accepts your bid under reference number **MLM/SCM/20/2022** awarded on the **APPOINTMENT OF SERVICE PROVIDER FOR TO REVIEW SPATIAL DEVELOPMENT FRAMEWORK FOR MARULENG MUNICIPALITY FOR A PERIOD OF 10 MONTH.**
2. Undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (VAT INCL)	QUANTITY	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR B-BBEE

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 2022

Signature(s)

Print name(s):
(Municipal Manager)

Date

<p>WITNESSES</p> <p>3.</p> <p>4.</p> <p>DATE.....</p>
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(6) SPECIFICATION

Suitably qualified, capable and experienced bidders are hereby invited to submit price quotations for the **APPOINTMENT OF SERVICE PROVIDER TO REVIEW SPATIAL DEVELOPMENT FRAMEWORK FOR MARULENG MUNICIPALITY FOR A PERIOD OF 10 MONTH**

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO REVIEW MARULENG SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR A PERIOD OF TEN (10) MONTHS

1. BACKGROUND AND PROBLEM STATEMENT

- 1.1. Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (the “MSA”) requires all municipalities to compile Spatial Development Frameworks (the “SDF”) as a core component of Integrated Development Plans (the “IDP”).
- 1.2. Maruleng municipality reviewed its current Spatial Development Framework in 2015. The SDF served as a SPLUMA compliant tool that responded to spatial challenges within the municipal rural and urban areas. From the adoption date of the SDF, the municipality has experienced notable growth and changes in its spatial footprint triggered by a plethora of issues both municipal and private sector driven. These changes have responded to the objectives of the framework but also introduced new issues that need to find expression into the SDF.

2. THE OBJECTIVES OF THE PROJECT

- 2.1. The main objective of the project is to review the Maruleng SDF based on the National SDF Guidelines & principles of the Spatial Planning and Land Use Management Act (SPLUMA), read with the new political priorities contained in the IDP. The general principle of the SPLUMA being that land use management and development must promote and enhance spatial justice, spatial efficiency, sustainability, resilience and good administration.

2.2. Compliance with the following provisions of the MSA and the Municipal Planning and Performance Management Regulations, 2001 as provided for in the SDF guidelines is Mandatory:

- development of a Spatial vision of the whole municipality.
- development of conceptual scenario for envisaged spatial form;
- development of Micro-spatial Plan for the core areas;
- setting out of objectives that reflect desired- spatial form of the rural municipality.
- contain strategies, policies and plans which must-
 - (i) Indicate desired patterns of land use within the municipality;
 - (ii) Address the spatial reconstruction of the location and nature of development within the municipality; and
 - (iii) Provide strategic guidance in respect of the location and nature of development within the municipality;
- set out basic guidelines for land use management system in the municipality;
- set out a capital investment framework for the municipality's development programs;
- analysis and clarification of how sector plans will implement the SDF;
- contain a strategic assessment of the environmental impact of the SDF;
- identify programs, interventions and projects for the development of land within the municipality;
- be aligned with the SDFs of neighbouring municipalities; and (on condition that they have been found to be credible)
- provide a visual representation of the desired spatial form of the municipality, which representation:
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the development edge
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.

2.3. Compliance with all the sections providing for municipal SDFs in the recently approved Spatial Planning and Land Use Management Act is mandatory.

- 2.4. Proposals are therefore requested from suitably qualified and experienced service providers to undertake the task of developing Maruleng Municipal SDF. One Service provider or a consortium may tender for the development of the SDF according to capacity, skills, and competence, respectively.

3. CRITICAL MILESTONES

- 3.1. The following seven critical milestones/phases as stipulated in the Department of Rural Development and Land Reform Spatial Development Framework guidelines shall be achieved by the SDF:

- Phase 1: Start Up
- Phase 2: Issues and Vision
- Phase 3: Spatial Analysis and Synthesis
- Phase 4: The Draft SDF Document
- Phase 5: Achieving Support for the Draft SDF
- Phase 6: Finalization and Approval
- Phase 7: Implementation

- 3.2. Details pertaining to the relevant deliverables for each milestone are contained in the SDF guidelines document. Each service provider is expected to consult the guideline document while preparing the proposals and when executing the project.

4. OUTCOMES AND END PRODUCT

- 4.1. The SDF should respond to the government strategic priorities. It shall demonstrate how job creation in the municipality is facilitated through spatial planning. The end product must contribute positively towards local economic development and poverty alleviation.

- 4.2. The SDF must be both a vertical and a horizontal alignment tool for government-wide activities, plans, policies and legislation. It must be a tool to facilitate structured implementation of programmes, and be an affective decision-making instrument.

- 4.3. All objectives of the project as stipulated in this Terms of Reference should be met. A document with clear deliverables is expected and should be moulded around what is stipulated under Section 3. The SDF document should

indicate all cross-boarder/ boundary issues, challenges and alignment of programmes shared with neighbouring municipalities.

- 4.4. Submissions should be in the form of both hard and electronic versions of the SDF. All spatial information collected should be submitted in GIS capable file format (preferably shapefiles) for use in a GIS environment. The shape-files must have clear attribute information that differentiates each SDF construct and its purpose, for example a service node shape-file should have an attribute called “description” with the value “service node”. The municipality or the steering committee will comment and send it to the service provider for amendment purposes.
- 4.5. It is recommended that more visual representation (maps, graphics and photographs) form the bulk part of the spatial analysis/current reality and the conceptual framework section of the SDF. A text box or other mechanisms may be used to provide an explanation, relevant information or analysis.
- 4.6. Required copies of the SDF document for consultation purposes shall be prepared by the service provider. The copies shall be distributed a week prior to the meeting taking place.

5. PROJECT DURATION AND COST

- 5.1. The project is for a period of 10 months and should be completed by the end of June 2023. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is scheduled under Table 2.
- 5.2. Due to the urgency of the project, time is of the essence to this process and all work shall be submitted **as and when due**. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

TABLE 2: PROJECT COST AND TIME FRAME

PHASES	% PAYABLE	TIME FRAMES	SUBMISSION/ OUTPUT
Phase 1: Start Up	5%	1 month	FINAL REPORT
Phase 2: Issues and Vision	10%	1 month	FINAL REPORT

Phase 3: Spatial Analysis and Synthesis	15%	2 month	DRAFT & FINAL REPORT
Phase 4: The Draft SDF: Desired Conceptual Spatial Goal and Development Pattern	30%	2 month	DRAFT & FINAL REPORT
Phase 5: Achieving Support For The Draft SDF: Public Participation	10%	1 month	FINAL REPORT
Phase 6: Finalization and Approval	5%	1 month	FINAL REPORT
Phase 7: Implementation	10%	2 month	DRAFT & FINAL REPORT
RETENTION	15%		APPROVED SDF
Total	100%		

5.3. *An amount for the final draft is payable upon ratification by the municipality.*

5.4. *15% retention will be paid upon approval of the SDF as part of the IDP by the Municipal Council.*

5.5. *Monthly reports (per phase) will be forwarded by the service provider to the Maruleng Municipality Spatial Planning and Economic Development Department . The service provider will be required to report via a written and electronic report.*

6. RELEVANT SKILLS AND EXPERIENCE

Mandatory requirements:

- 6.1. The Project team leader must be registered with the South African Council for Planners (SACPLAN) as a Professional Planner with more than ten (10) years experience in developing spatial development frameworks and spatial planning.
- 6.2. Among the skills and abilities required to execute the project are as follows:
- Town and Regional / Development Planning; Urban Design would be an added advantage
 - Thorough understanding of SDF, strategic planning process, and urban design
 - Proven SDF and Precinct Plans compilation experience;
 - Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues;
 - Geography and hands-on GIS;
 - Project Management;
 - Facilitation;
 - Research, analytical, writing and communication skills;
 - Ability to think strategically; and
 - Future planning.
- 6.3. It is therefore recommended that the service provider ensures that people with relevant skills are part of the project team. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play. A company / team profile containing, among other things, names, qualifications and experience of persons who will be **directly** involved in the project must be included.
- 6.4. All team members that will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the municipality.

7. CAPACITY BUILDING AND SKILLS TRANSFER

The municipality will consider skills development as an integral part of the outsourcing process. The process should ensure that *skills development* and transfer is achieved within the municipality. Proposals should indicate how skills development and transfer would be achieved in the municipality.

8. INFORMATION GATHERING

8.1. The successful Service Provider is expected to make contact with all the relevant GIS, Planning and required officials and units within the local and provincial spheres of government to obtain relevant information that is required for the project. Existing information on SDFs which are available within the Spatial Planning and Economic Development Department will be made available to the successful service provider. ***However, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.***

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION		WEIGHT	
1. RESOURCES	4. Town Planning Company with experience in developing minimum of 3 spatial development frameworks within the last five (5) years (Provide client reference for all projects completed within the last five years) (10)		20	20
	Poor (score 1)	Requirements are poor met. None of the requirements met.		
	Average (score 2)	Requirements inadequately met. One or Two development frameworks developed in the last 5 years		
	Good (score 3)	Meet all requirements. All requirements are met		
	Very Good (score 4)	Exceed requirements. All requirements are met more than 4 to 5 development frameworks developed in the last five years		
	Excellent (score 5)	Exceed requirements significantly. All requirements are met more than 5 development frameworks developed in the last five years		

5. GIS Experience and Capacity (Provide client reference for 3 projects completed within the last five years in terms of spatial development frameworks or similar spatial plans) (5)

Poor (score 1)	Requirements are poorly met. None of the requirements met.
Average (score 2)	Requirements inadequately met. One or Two development framework related projects completed the last 5 years
Good (score 3)	Meet all requirements. All criteria requirements met.
Very Good (score 4)	Exceed requirements. All requirements are met more than 4 to 5 development framework related projects completed the last 5 years
Excellent (score 5)	Exceed requirements significantly. All requirements are met more than 5 development framework related projects completed the last 5 years

6. Sound Participatory Planning, and innovative planning approaches (Company profile must demonstrate Directors/ Members cumulative 20 years experience) (5)

2. CAPABILITY

Experience and Track Record of Team Members

4. Team leader must be a registered Town Planner with BSc or bachelor's degree or Degree in Town and Regional Planning together with project management experience plus a minimum of 15 years' working experience in a spatial planning environment (10).

4.1. Criteria Requirements

- iv. Team leader must be a registered Town Planner with a BSc or bachelor's degree or Degree in Town and Regional Planning.
- v. Team leader must have project management experience.
- vi. Team leader must have a minimum of 15 years' working experience in a spatial planning environment

35

35

Poor (score 1)	Criteria requirements poorly met. Two of above i, ii and iii requirements are not met
Average (score 2)	Criteria requirements inadequately met. One of above i, ii and iii requirements is not met
Good (score 3)	Meet all criteria requirements. All above i, ii and iii requirements are met.
Very Good (score 4)	Exceed criteria requirements. All above i, ii and iii requirements are met with more than 20 to 22 years experience in a planning environment
Excellent (score 5)	Exceed criteria requirements significantly. All above i, ii and iii criteria requirements met with more than 22 years experience in a planning environment

5. Team leader must have successfully managed minimum of 2 Similar projects in the past 5 years. (10)

Poor (score 1)	0 successfully completed projects in the past 5 years
--------------------------	--

Average (score 2)	1 successfully completed project in the past 5 years
Good (score 3)	2 successfully completed projects in the past 5 years
Very Good (score 4)	3 successfully completed projects in the past 5 years
Excellent (score 5)	4 successfully completed projects in the past 5 years

6. Composition of technical team to be utilized in the execution of the project consist of the below professions (5)

6.1. Composition of the technical team to be utilized in the execution of the project consist of a minimum of 3 (in addition to the project leader) Planners registered as professionals with SACPLAN with 7 years post qualification experience in spatial planning and land use management

6.1.1. Criteria Requirements

- iii. Technical team must consist of a minimum of 3 (in addition to the project leader) Planners registered as professionals with SACPLAN.
- iv. Each Planner must have at least 7 years post qualification experience in spatial planning and land use management

Poor (score 1)	Not meeting any criteria requirements Not meeting above i criteria requirements
Average (score 2)	Criteria requirements inadequately met. One of above i and ii requirements is not met
Good	Meet all requirements.

(score 3)	Both above i and ii criteria requirements are met.
Very Good (score 4)	Exceed criteria requirement. Both above i and ii criteria requirements are met with more than 12 to 15 years post qualification experience in spatial planning and land use management.
Excellent (score 5)	Exceed criteria requirement significantly. Both above i and ii criteria requirements are met with more than 15 years post qualification experience in spatial planning and land use management.

6.2. Professional Geographic Information Specialist:

Registration with South African Geomatics Council (SAGC) as professional. (A Copy of a valid certificate and a letter of good standing must be attached) and five (5) years post registration experience. (5)

6.2.1. Criteria Requirements

- iii. Professional Geographic Information Specialist registered with SAGC.
- iv. Professional Geographic Information Specialist with ten (5) year post registration experience.

Poor (score 1)	Not meeting any criteria requirements Not meeting above i criteria requirements
Average (score 2)	Criteria requirements inadequately met. One of above i and ii requirements is not met
Good (score 3)	Meet all requirements. Both above i and ii requirements are met.
Very Good	Exceed criteria requirements

(score 4)	Both above i and ii criteria requirements are met with more than 10 to 12 years post registration experience.		
Excellent (score 5)	Exceed criteria requirement significantly. Both above i and ii criteria requirements are met with more than 12 years post registration experience.		
<p>6.3. Environmental Specialist:</p> <p>BSc or bachelor's degree or Degree in Environmental Sciences/ Environmental management and 10 years' post qualification experience in Environmental Sciences/ Environmental management/ Environmental Planning. (5)</p> <p>6.3.1. Criteria Requirements</p> <p>iii. Environmental Specialist with BSc or bachelor's degree or Degree in Environmental Sciences/ Environmental management</p> <p>iv. Environmental Specialist must have at least 10 years' post qualification experience in Environmental Sciences/ Environmental management/ Environmental Planning</p>			
Poor (score 1)	Not meeting any criteria requirements Not meeting above i criteria requirements		
Average (score 2)	Criteria requirements inadequately met. One of above i and ii requirements is not met		
Good (score 3)	Meet all requirements. Both above i and ii requirements are met.		

	Very Good (score 4)	Exceed criteria requirement. Both above i and ii criteria requirements are met with more than 10 to 12 years post qualification experience in Environmental Sciences/ Environmental Management/ Environmental Planning,		
	Excellent (score 5)	Exceed criteria requirement significantly. Both above i and ii criteria requirements are met with more than 12 years post qualification experience in Environmental Sciences/ Environmental Management/ Environmental Planning,		

Signature

Date

Position

Name of Tenderer

(7) PRICE SCHEDULE

N.B: Maruleng Municipality will only accept firm prices. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

PROPOSAL

DESCRIPTION	PRICE
APPOINTMENT OF SERVICE PROVIDER FOR TO REVIEW SPATIAL DEVELOPMENT FRAMEWORK FOR MARULENG MUNICIPALITY	
SUB -TOTAL	
VAT	
TOTAL	

Name of Bidder _____ Bid Number _____

Closing Date _____ Closing Time _____

Offer to be valid for _____ days from the closing date of the bid.

Brand and Model

Does the offer comply with the specification(s)? **YES/NO**

If not to specification, indicate deviation(s)

Period required for delivery _____

Delivery basis Delivery: Firm/not firm

(8) CONDITIONS OF TENDER

ALL TENDER CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS TENDER SUBMISSION WILL BE DECLARED NON - RESPONSIVE.

- 6.1 No tender will be considered unless submitted on Maruleng Municipality tender document.
- 6.2 Any portion of the tender document not completed will be interpreted as 'not applicable'. Notwithstanding the foregoing, failure to complete any compulsory portion of the tender document may result in the tender being declared non - responsive.
- 6.3 Tenders must be properly received and deposited, on or before the closing date and before the closing time, in the relevant tender box at No. 64 Springbok Street, Hoedspruit, The Finance Department. If the tender submission is too large to fit in the allocated box, please enquire at supply chain office no 16 and 20 for assistance.
- 6.4 The municipality reserves the right to accept:
- 6.4.1 The whole tender or part of a tender or any item or part of any item, or to accept more than one tender (in the event of a number of items being offered), and municipality is not obliged to accept the lowest or any tender;
- 6.4.2 A tender which is not substantially or materially different from the tender Specification.
- 6.5 The municipality shall not consider tenders that are received after the closing date and time.
- 6.6 The municipality will not be held responsible for any expenses incurred by Tenderers in preparing and submitting tenders.
- 6.7 The municipality may, after the closing date, request additional information or clarification of tenders in writing.
- 6.8 A Tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the municipality after consideration of the reasons for the withdrawal.
- 6.9 The municipality reserves the right to adjust arithmetical errors in the extension of rates and totals in the quote, and the bidder will be informed of the effect of any corrections on his quotation sum prior to the award of the contract. In no case will quoted rates be adjusted when correcting such errors.
- 6.10 Telegraphic quotations or quotations by facsimile will not be accepted for consideration except for the instance as indicated above where the employer needs to have amendments to the quotation.
- 6.11 **Resolutions and Authorities** A tender submitted:
- 6.11.1 by a registered company may not be considered unless accompanied by a resolution by the Directors of the company authorizing the tender to be made and the signatory to sign the tender on the company's behalf **{{(16) Authority to Sign Bid Document on page 48 to be completed}};**
- 6.11.2 by a registered close corporation may not be considered unless accompanied by written authority from all the members of the close corporation authorizing the tender to be made and the signatory to sign the tender on the close corporation's behalf **{{(16) Authority to Sign Bid Document on page 48 to be completed}};**
- 6.11.3 by a partnership/consortium/joint venture may not be considered unless accompanied by written authority from all parties to the partnership/consortium/joint venture authorising the tender to be made and the signatory to sign the tender on the partnership/consortium/joint venture's behalf.
- 6.12 **Partnerships/Consortiums/Joint Ventures**
In the case of partnerships/consortiums/joint ventures, a copy of the partnership/consortium/joint venture agreement must be submitted with the tender document.

6.13 Validity Period

- 6.13.1 Any tender submitted shall remain valid, irrevocable and open for written acceptance by the municipality for a **period of 90 days** from the closing date or for such extended period as may be applicable.
- 6.13.2 The tender amount will not be amended during the aforesaid validity period.
- 6.13.3 The aforesaid validity period may be extended by the municipality provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.
- 6.13.4 Bidders who fail to respond to such a request before the validity of their tender expires, or who decline such a request shall not be considered further in the evaluation process.
- 6.13.5 In the event that an appeal in terms of the Systems Act 32 of 2000, is received, the validity period of the tender shall be deemed to be extended until finalisation of the appeal; unless the bidder has requested in writing that its tender be withdrawn. The provisions in respect of withdrawal as set out in clause 6.8 above will apply to such withdrawal.
- 6.14 Unauthorized alterations and additions in the nature of statement of interpretation of this bid document must be avoided. If any such amendments are made or if the bid document is not properly completed, it will cause the bid to be invalid. Any point of difficulty or doubt must be cleared with the municipality. Should any query be found to be of any significance, the municipality will inform all bidders accordingly?
- 6.15 **Tax clearance**
- 6.15.1 No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).
- 6.15.2 Tenderers are therefore required to obtain a valid Tax Clearance Certificate from the local SARS office where such Tenderer is registered for income tax/VAT purposes.
- 6.16. The municipality will publish the results of this bid on the municipal website.

9.GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract

NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government Bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all Bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every Bid (if applicable) and will supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the tender documents for the receipt of Tenders.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as

transportation and handling charges to the factory in the Republic where the goods covered by the Tender will be manufactured.

- 1.17 "Local content" means that portion of the tender price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in tender documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. **Application**

- 2.1 These general conditions are applicable to all Tenders, contracts and orders including Tenders for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the tender documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. **General**

- 3.1 Unless otherwise indicated in the tender documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a Tender. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to Tender are usually published in locally distributed news media and on the Maruleng Municipality website.

4. **Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the tender documents and specifications.

5. Use of contract documents and information inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the Maruleng Municipality, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the Maruleng Municipality.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the tender documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1 All pre-tender testing will be for the account of the bidder.
- 8.2 If it is a Tender condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

- 8.3 If there are no inspection requirements indicated in the tender documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- b) in the event of termination of production of the spare parts:
 - i. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his Tender, with the exception of any price adjustments authorized or in the purchaser's request for Tender validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense

and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

24. Antidumping and countervailing duties and rights

24.1 When, after the date of Tender, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such antidumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28. Limitation of Liability

28.1 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.2 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28.3 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a Tender shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his Tender or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a Tender SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restricted practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No. 89 of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

(10) PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form forms part of this tender. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	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 The purchaser 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 preferences, in any manner required by the purchaser.

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) **“EME”** means an Exempted Micro Enterprise 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;
- (f) **“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) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

80/20 or 90/10

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES	NO
-----	----

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE *(Tick applicable box)*

YES	NO
-----	----

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole proprietary
- Close corporation
- Company
- (Pty) Limited
-

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7

MUNICIPAL INFORMATION

Municipality where business is situated:.....

Registered Account Number:

Stand Number:.....

8.8

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

8.9

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 indicated in paragraphs 1.4 and 6.1 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 6.1, 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

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

(11) DECLARATION OF INTEREST- STATE EMPLOYEES

1. No tender will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to tender. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender.

Full Name: _____

Identity Number: _____

Company Registration Number: _____

Tax Reference Number: _____

VAT Registration Number: _____

Are you presently in the service of the state*: **YES/NO**

If so, furnish particulars.

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

If so, furnish particulars?

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 tender? **YES/NO**

If so, furnish particulars

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

If so, furnish particulars

Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES/NO

If so, furnish particulars

Are any spouse, child or parent of the Company's Directors, Managers, Principle Shareholders or Stakeholders in service of the state?

YES/NO

If so, furnish particulars

Full details of directors/trustees/members/shareholders

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, the undersigned (name)

Certify that the information furnished on this declaration form is correct. I accept that the Municipality may act against me should this declaration prove to be false.

Signature

Date

Position

Name of Tenderer

(12) DECLARATION FOR PROCUREMENT

The following must be completed where the tender exceeds R10million (VAT included).

- 1. Are you by law required to prepare annual financial statements for auditing? **YES/NO**
 - 1.1. If YES, attach 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 commitment for Municipal services towards the 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 Tenderer has no outstanding undisputed commitment for Municipal services towards the Municipality or any 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/tender been awarded to you by an organ of state during the past five years where any material, non-compliance or dispute concerning the execution of such contract/tender occurred? **YES/NO**
 - 3.1. If YES, furnish particulars.

- 4. Will any portion of goods or services be sourced from outside the Republic of South Africa, and if so what portion or is it expected that any portion of payment from the Municipality will be transferred out of the Republic? **YES/NO**

- 4.1. If YES, furnish particulars.

I the under signed certified that the information provided on this schedule is correct and accept that the Municipality may act against me should this declaration proves to be false.

SIGNATURE

DATE

NAME OF TENDER

(13) 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.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</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>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	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 <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	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 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

14 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.**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I do hereby make the following I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of _____ that:

(Name of Bidder)

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

- (a) Has been requested to submit a bid in response to this bid invitation;
- (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid;
- or

(f) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

(15) TRACK RECORD OF TENDERING ENTITY

The following is a Statement of Work of similar nature recently successfully executed by myself / ourselves: previous letters of appointment need to be attached

Employer	Contact Person and Telephone Number	Nature of Work	Value of Work (inclusive of VAT)	Date Delivered Expected to be Completed

SIGNATURE:
 (of person authorised to sign on behalf of the Bidder)

DATE:

(16) COMPANY REGISTRATION CERTIFICATE

(17) DEMONSTRATED EXPERIENCE

NAME OF TENDERING ENTITY	AREA OF SPECIALISATION	RELEVANT EXPERIENCE	EXPERIENCE- FROM DATE to DATE

(18) AUTHORITY TO SIGN BID DOCUMENT RESOLUTION BY DIRECTORS / MEMBERS:

Resolution for completion by Directors (if the Bidder is a (Pty) Ltd or Ltd) or Members (if the Bidder is a CC)

NAME OF TENDERER: _____

Meeting held at _____

(Place)

On _____ (date)

RESOLVED THAT:

1. The Bidder submits a bid to the Maruleng Municipality in respect of Bid No: **MLM/SCM/20/2022: APPOINTMENT OF SERVICE PROVIDER TO REVIEW SPATIAL DEVELOPMENT FRAMEWORK FOR MARULENG MUNICIPALITY.**

2. Mr/Ms _____ in his/her capacity as _____ and who will sign as follows:

(SPECIMEN SIGNATURE)

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

Note: The resolution must be signed by all the directors /members of the Tenderer. Should the space provided below not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

(19) TAX CLEARANCE CERTIFICATE

(20)COMPANY PROFILE

(21) RATES AND TAXES FOR COMPANY AND DIRECTORS

(22) RECENT REPORT OF CENTRAL SUPPLIER DATABASE

(23)BBBEE CERTIFICATE

(24) FINANCIAL REFERENCES

DETAILS OF BIDDING ENTITY'S BANK

If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.

DETAILS OF THE BANK	BANK DETAILS APPLICABLE TO BIDDER
Name of Bank	
Account number	
Type of account, (i.e. cheque account)	
Branch name & code	
Type of account, (i.e. cheque account)	

Attach Bank letter with Company Bank Rating

PLEASE ATTACHED THE BANK CONFIRMATION

BANKING DETAILS FOR MARULENG MUNICIPALITY:

BANK NAME: STANDARD BANK

ACCOUNT NO: 033355487

ACCOUNT HOLDER: MARULENG MUNICIPALITY

BRANCH NAME: HOEDSPRUIT

BRANCH CODE: 052752

TYPE: CURRENT

REFERENCE: TENDER (NAME OF YOUR COMPANY)