

EPHRAIM MOGALE LOCAL MUNICIPALITY



REQUEST FOR GOODS & SERVICES (R30 000 UP TO R300 000)

QUOTATION NO: 8/2/160

**PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO
PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE
MUNICIPALITY**

PREPARED FOR AND BY

THE MUNICIPAL MANAGER

EPHRAIM MOGALE LOCAL MUNICIPALITY

P O BOX 111

MARBLE HALL

0450

Tel: (013) 261 8400

Fax: (013) 261 2985

Name of Bidder : _____

CSD No : _____

Total Bid Price : _____

SUBMISSION DETAILS

TENDER BOX:

EPHRAIM MOGALE LOCAL MUNICIPALITY

2 FICUS STREET (ENTRANCE TO FINANCE AND TECHNICAL BUILDING)

MARBLE HALL, 0450 (LIMPOPO)

CLOSING DATE AND TIME:

THURSDAY, 19 SEPTEMBER 2024 @ 12H00

EPHRAIM MOGALE LOCAL MUNICIPALITY

QUOTATION NO: 8/2/160

PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE MUNICIPALITY.

Ephraim Mogale Local Municipality hereby invites quotations from suitably qualified and interested service providers who meet the specifications for the: **APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE MUNICIPALITY.**

Quotations may only be submitted on the quotation document issued. The quotation document will be available at the Supply Chain Management Unit of the Ephraim Mogale Local Municipality and on the Municipal website www.ephraimmogalelm.gov.za

Quotations must be in writing and must clearly indicate the relevant supply or service for which is being quoted and be submitted in a sealed envelope be dropped in the tender box as indicated on the cover page. **Late or unmarked quotations will not be considered. Bids transmitted by fax or e-mail will not be accepted**, although Ephraim Mogale Local Municipality accepts no responsibility for ensuring that quotations are timeously received by Ephraim Mogale Local Municipality.

Quotations will not be considered unless the following information has been furnished:

- i. The Central Supplier Database report with an active “**MAAA**” number and active Business status (CSD supplier number to be indicated on the cover page and MBD 1);
- ii. PIN to verify status issued by SARS (indicated on the MBD 1);
- iii. Proof of Municipal Rates & Taxes Account for the company and that of the company directors not older than 3 (three) months and should not be in arrears for more than 90 days or valid lease agreement in case of company renting along municipal account of the leased property or a letter from local municipality that confirms that services are not levied/charged which should not be older than three months;
- iv. If a natural person, whether he or she is or not in the service of the state, or has been in the service of the state in the previous twelve months; or
- v. if not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months; or
- vi. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in (vi) is in the service of the state or has been in the service of the state in the previous twelve months.
- vii. Fully completed and signed municipal bidding documents:
 - ✓ **MBD 1** – Invitation to Bid
 - ✓ **MBD 4** – Declaration of Interest
 - ✓ **MBD 6.1** – Preferential Points Claim form in terms of PPR 2022
 - ✓ **MBD 8** - Declaration of Bidders Past SCM Practices
 - ✓ **MBD 9** - Certificate of Independent Bid Determination
- viii. Your quotation will be rejected if the above forms are not fully completed and signed

Evaluation of Quotations

Notice is drawn to the fact that the awarding of this quotation will be in terms of the Supply Chain Management Policy of the Ephraim Mogale Local Municipality and prescribed evaluation criteria in terms of the Municipal Supply Chain Management Regulations, 2005 and Preferential Procurement Regulations of 2022.

Evaluation points

Preference points for this bid shall be awarded for:

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

The maximum points for this quotation are allocated as follows:

	Points
Price	80
Specific Goals	20
Total points for price and Specific Goals	100

Pricing and Validity

The pricing of the quotation should be in South African Rands (ZAR) and be valid for 90 days from the closing date.

For any administrative enquiries you can contact the Supply Chain Management Unit at 013 261 8450/8462/8496/8448/8541/ephmlmsupplychain@emogalelm.gov.za /Technical enquiries you may contact Ms. L Masombuka at 013 261 8519 / lmasombuka@emogalelm.gov.za.

Ephraim Mogale Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept any bid as a whole or in part.

MOROPA M.E
MUNICIPAL MANAGER

EPHRAIM MOGALE LOCAL MUNICIPALITY

QUOTATION NO: 8/2/160

PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE MUNICIPALITY

1. PURPOSE

Ephraim Mogale Local Municipality hereby invites proposals from prospective service-providers with good track records, to perform External Quality Assurance Review of the Municipality's Internal Audit Activity to determine their conformance with the Standards for the Professional Practice of Internal Auditing (SPPIA).

2. BACKGROUND

2.1. The IIA's *International Standards for the Professional Practice of Internal Auditing* (*Standards*) is essential in meeting the responsibilities of internal auditors and the internal audit activity.

2.2. The purpose of the Standards is to:

- a) Guide adherence with the mandatory elements of the International Professional Practices Framework.
- b) Provide a framework for performing and promoting a broad range of value-added internal auditing services.
- c) Establish the basis for the evaluation of internal audit performance.
- d) Foster improved organizational processes and operations.

2.3. Standard 1310 provides for the requirements of the Quality Assurance and Improvement Program - the quality assurance and improvement program must include both internal and external assessments.

2.4. Standard 1311 provides for the requirements of Internal Assessments

- a) Internal assessments must include:
- b) Ongoing monitoring of the performance of the internal audit activity.
- c) Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices.

3. SCOPE OF WORK TO BE PERFORMED

- 3.1. Perform External Quality Assurance Review of the Municipality's Internal Audit Activity to determine their conformance with the Standards for the Professional Practice of Internal Auditing (SPPIA).
- 3.2. The scope includes the following key elements of professional Internal Audit Practice:
 - a) The expectations of the IA activity expressed by the oversight group, executive management, and its management of operational and support units.
 - b) The Municipality's control environment and the CAE's practice environment.
 - c) The focus on evaluating enterprise risk, assessing organizational controls, and including aspects of the governance process in audit plans to assure that audit activities add value to the Municipality.
 - d) The integration of internal auditing into the Municipality's governance process, including the attendant relationships and communications between and among the key groups involved in that process and aligning audit objectives and plans with the strategic objectives of the Municipality as a whole.
 - e) The IIA Standards.
 - f) The mix of knowledge, experience, and discipline among the staff, including staff focus on process improvement and value-added activities.
 - g) The tools and techniques employed by the Municipality, with emphasis on the use of technology.
- 3.3. The elements should be applied with considerable flexibility and bearing in mind all other elements of governance and management control. The most important consideration is to ensure that, while the reviewers bring their independence and objectivity to the work, the QA is tailored to the needs and desires of the CAE, Senior Management, and the Audit Committee.

4. OBJECTIVES

- 4.1. The basic objectives that should be achieved in this Quality Assessment contracts are:
 - a) Assess the efficiency and effectiveness of the Internal Audit (IA) activity considering its charter, the expectations of the Audit Committee (oversight body), executive management, and the Chief Audit Executive (CAE). Consider the IA activity's current needs and objectives, as well as the future direction and goals on the Municipality. Appraise the risk to the Municipality if IA activity is performing at less than effective level or is not in conformance to one or more of the IIA Standards.
 - b) Provide an opinion on the IA activity's conformance to the spirit and intent of the IIA Standards.
 - c) Identify opportunities and offer ideas and counsel to the CAE and staff for improving their performance and that of the IA activity, raising the value added to management and the Audit Committee.

5. OUTPUTS, TIMING AND REPORTING

5.1. Summary of Issues, Recommendations, and Closing Conference:

- a) Issues should be brought to the attention of the CAE as they come up throughout the QA and discussed as appropriate. The closing conference should hold no surprises but should be regarded as an opportunity to summarise and formalize the views of the QA team and the CAE.
- b) The QA team should prepare a written summary of issues that require attention and of the successful practices, observations, and recommendations for those attending the closing conference.
- c) No conclusions or recommendations should be included in the final QA report that were not presented or discussed at the closing conference.

5.2. Reporting:

- a) After the closing conference, the service provider is to prepare a draft report with recommendations and send it to the CAE for response.
- b) The final report, in conjunction with the CAE's response or action plan, should be addressed to the Accounting Officer copies included to be distributed to the CAE, and Chairperson of the Audit Committee. The Service Provider will be expected to present the final report to the Audit Committee.

5.3. The successful service provider(s) must be in a position to commence work within timelines set out by the CAE after awarding of the contract.

5.4. When deadlines are set, it will be expected of the successful service provider(s) to deliver the required services in a set timeframe, provided that these instructions are issued timeously.

6. DELIVERABLES

6.1. The following deliverables are therefore expected:

- a) Detailed project plan after the signing of a Service Level Agreement.
- b) Monthly reports on activities undertaken and progress made.
- c) Close-out report during the last month of the project for acceptance thereof by the Accounting Officer.

7. REQUIREMENTS TO BE MET BY SERVICE-PROVIDERS

7.1. Preference will be given to service-providers from within the Republic of South Africa.

7.2. Proposals must reflect on shareholding structure of the company, by providing the names gender of individuals owning the company and their respective shares.

- 7.3. Certified copies of the company registration certificate, issued by Companies and Intellectual Property Commission (CIPC) must be attached to the proposal.
- 7.4. In case of a Joint Venture, the original tax clearance certificates, company registration certificates and a Joint Venture agreement of the parties involved must also be part of the proposals.
- 7.5. It is required of companies to provide their company profiles as well.
- 7.6. Submitted proposals need to reflect on the track records of the company, and where possible, proof of experience in similar projects must be provided. In addition, the particulars of three major clients (references) must be provided.
- 7.7. Certified copies of accreditation certificates in Bookkeeping, Accounting or Auditing from credible institutions must be attached to the proposal.
- 7.8. Proof of bank account which is in the name of the company must be part of the proposal.
- 7.9. Service-providers who have Government officials as shareholders, directors or employees must attach certified copies of approval for doing business from the relevant Executing Authority.
- 7.10. Shareholders must attach certified copies of their Identity Documents. In cases where there are more than five (5) shareholders, an affidavit of the remaining shareholders with their Identity Numbers must be submitted. The Municipality reserves the right to request certified copies of the remaining shareholders' Identify Documents should the need arise.

8. CONDITIONS OF TENDER

- 8.1. Proposals submitted late will not be accepted / considered.
- 8.2. A proposal that does not meet the requirements as set out on 7 above, shall be deemed non-responsive and as a result, will not be subjected to the next stages of the evaluation process.
- 8.3. Disbursements must be quoted as a percentage of the total price quoted per region for the execution of the service.
- 8.4. The price quoted for the execution of the required service should be all inclusive. In addition, those service-providers that are not registered for the VAT with the South African Revenue Service (SARS) are advised not to charge for the Value Added Tax (VAT).
- 8.5. Companies are required to be able to demonstrate that they have efficient and reliable systems in place to enable them to execute the required service.
- 8.6. Companies must have the ability to provide monthly reports, detailing the activities they have undertaken during the time of reporting.
- 8.7. Any successful bidder will be required to enter into a service-level agreement with the Municipality.
- 8.8. A proposal that scores less than 60 points out of the 100 points which is allocated for the functionality will be regarded as non-responsive and disqualified automatically

9. EVALUATION CRITERIA

- 9.1. Proposals received will be subjected to the evaluation process in accordance with the provisions of the Preferential Procurement Policy Framework Act, 2022
- 9.2. The 80/20 preference point system will apply.
- 9.3. The first stage of the evaluation process entails a process whereby all proposals will be subjected to the requirements that are set out in 6 above. In this instance, should a proposal fail to comply with the requirements as indicated, it will be deemed non-responsive and eliminated.
- 9.4. The second stage of the evaluation process requires qualifying proposals to be subjected to compliance to functionality, weighing 100 maximum points. As a condition of the tender, any proposal that receives a score of less than 60 points out of the maximum 100 points allocated for functionality will be deemed non-responsive and disqualified.

The maximum points allocated for functionality, which is 100, will be broken down to cater for the areas as indicated below

Functionality evaluation criteria is as follows:

CRITERIA	DESCRIPTION OF CRITERIA	WEIGHT
Company Experience	<p>COMPANY EXPERIENCE ON DEBT COLLECTION</p> <p>Bidder must demonstrate experience in executing projects of similar nature – Appointment letter and contactable Reference letters to be attached from state organizations.</p> <ul style="list-style-type: none">▪ A maximum of two appointments accompanied by contactable reference letters is required to obtain maximum points of 30▪ Each appointment letter along with contactable reference letter attached will score 15 points <p>NOTE: To claim points, the relevant form in the bid document is to be fully and correctly completed and the appointment and reference letters to be attached as returnable to the bid of which failure to do so will render it non-responsive. Failure to submit both the required appointment letter and reference letter will result in the bidder getting zero points.</p>	<u>30</u>
Approach and Methodology	<p>Bidders must provide a detailed project plan indicating how the project will be implemented, covering the following key process Planning, data collection, analysis and reporting</p> <ul style="list-style-type: none">▪ Project plan outlining key activities and time frame as per the scope of work (Conformance to the Scope of Work= 30▪ Project plan outlining limited key activities and no time frame as per the scope of work= 10▪ Project plan not attached=0	30

Key Personnel	<p>The service provider's key personnel of the proposed review team leader must have relevant qualifications, skills and experience in performing similar project.</p> <p>1.Qualification and Professional bodies (20)</p> <ul style="list-style-type: none"> ▪ Certified Internal Auditor (CIA) or Chartered Accountant SA CA(SA) with Certificate as an Independent Assessor/External Quality Assessor = 20 points ▪ NQF Level 8 or higher in Auditing/Accounting/IT Audit with Certificate as an Independent Assessor/External Quality Assessor = 15 points ▪ NQF Level 7 in Auditing/Accounting/IT Audit with Certificate as an Independent Assessor/External Quality Assessor = 10 points ▪ Team Leader does not meet the required qualifications (0 points) <p>2. Working experience (20) Attach CV demonstrating Internal audit Quality Assessment Reviews experience in the Public Sector Team member should possess the necessary technical expertise (e.g. governance, IT, risk management, internal audit attributes etc)</p> <ul style="list-style-type: none"> ▪ 10 years and more of experience in conducting External Quality Assessment = 20 points ▪ 5 years and above, not more than 10 years of experience in conducting External Quality Assessment = 15 points ▪ 5 years and less but, not less than 3 years of experience in conducting External Quality Assessment = 10 points ▪ CVs of team members with less than three years of experience (0 points) 	40
	TOTAL	100 Points
	Threshold (Qualifying Score)	60 Points

10. DURATION OF CONTRACT

The successful service-provider will enter a two-month contract with the Municipality.

11. APPOINTMENT OF SERVICE PROVIDER

The Municipality reserves the right to appoint one service provider of this project.

COMPANY EXPERIENCE

Service providers are required to have knowledgeable experience and expertise with regards to the Valuation of Landfill Closure Costs. Bidders are to have at least five completed projects of similar nature

NO	NAME OF INSTITUTION	NAME OF PROJECT	CONTACT PERSON	PROJECT START/END DATE
1				
2				
3				
4				
5				

N.B: Above table should be completed with proof of similar works done. Failure to complete the table and make the necessary attachments will lead to the disqualification of the bid as non-responsive

KEY PERSONNEL

Service Providers are required to list the key personnel along with their qualifications and registrations that will be working on this project

NO	DESIGNATION	SURNAME & NAMES	QUALIFICATIONS

N.B: CVs of the key personnel are to be attached. Failure to complete the table and make the necessary attachments will lead to the disqualification of the bid as non-responsive

EPHRAIM MOGALE LOCAL MUNICIPALITY

PRICING SCHEDULE:

PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE MUNICIPALITY.

Conditions:

- All prices quoted should be VAT inclusive (for Vat vendors)
- Prices should be valid for a 90-day period.
- If the pricing schedule is not signed the quotation will not be considered

Name of Bidder: _____

Contact Person: _____

Tel / Cell No: _____

Email Address: _____

Business Address: _____

No	DESCRIPTION	QUANTITY	RATE	AMOUNT
			SUB TOTAL	
			VAT @ 15%	
			TOTAL	

ESTIMATED DELIVERY PERIOD AFTER APPOINTMENT: _____ DAYS

SIGNATURE

DATE

Quote: 8/2/160

PART A INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EPHRAIM MOGALE LOCAL MUNICIPALITY

BID NUMBER:	8/2/160	CLOSING DATE:	19 SEPTEMBER 2024	CLOSING TIME:	12:00
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EXTERNAL QUALITY ASSURANCE REVIEW FOR EPHRAIM MOGALE MUNICIPALITY
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT;

EPHRAIM MOGALE LOCAL MUNICIPALITY (BUDGET & TREASURY AND TECHNICAL BUILDING)

NO. 2 FICUS STREET

MARBLE HALL

0450

NOTE: THE BID BOX IS ONLY ACCESSIBLE MON - FRI DURING OFFICE HOURS (08:00 TO 16:30)

SUPPLIER INFORMATION

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R.....
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Lina Masombuka
CONTACT PERSON	JOSEPH MADISHA	TELEPHONE NUMBER	013 261 8414
TELEPHONE NUMBER	013 261 8450/ 8462	FACSIMILE NUMBER	013 261 2985
FACSIMILE NUMBER	013 261 2985	E-MAIL ADDRESS	lmasonbuka@emogalelm.gov.za
E-MAIL ADDRESS	ephmlmsupplychain@emogalelm.gov.za		

Quote: 8/2/160

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority 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 bid. Also select the applicable answers ☒**
 - 3.1 Full Name of bidder or his or her representative:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²).....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* YES ☐ / NO ☐

3.8.1 If yes, furnish particulars.

.....

.....

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars

.....
.....

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

3.10.1 If yes, furnish particulars

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES ☐ / NO ☐

3.13.1 If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other companies or business whether or not they are bidding for this contract? YES ☐ / NO ☐

3.14.1 If yes furnish particulars:

.....
.....

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

Full Name	Identity Number	Employee Number

CERTIFICATION

I, THE UNDERSIGNED

(NAME)

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

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

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

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For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Means of Verification	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% Black ownership	Identification documents / CSD Report / CIPC Certificate	10	
At least 51% Women Ownership	Identification document / CSD Report / CIPC Certificate	5	
At least 51% People with Disability	Medical Report indicating disability	3	
At least 51% Youth ownership (18 to 35 Years of age)	Identification document / CSD Report / CIPC Certificate	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

Quote: 8/2/160

- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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	<p>If so, furnish particulars:</p> 		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	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:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

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

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

_____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

BLANK