

T1.2 TENDER DATA

TENDER DATA

| Clause | |
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| 1 | <p>The Employer is:</p> <p>Thembisile Hani Local Municipality</p> <p>Stand No.24, Opposite Police Station</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> |
| 2 | <p>The tender document's contents is as follows:</p> <p>Part T1: Tendering procedures:</p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender Data</p> <p>Part T2: Returnable documents</p> <p>T2.1 Returnable Schedules required for Tender Evaluation</p> <p>The Contract</p> <p>Part C1: Agreements and contract data</p> <p>C1.1 Form of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>C1.3 Form of Guarantee</p> <p>Part C2: Pricing data</p> <p>C2.1 Pricing instructions</p> <p>C2.2 Bills of quantities</p> <p>Part C3: Scope of work</p> <p>C3.1 Description of Works</p> <p>Part C4: Annexures</p> <p>C4 1 : Supply Chain Management Policy</p> |
| 3 | <p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p> |

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| 4 | <p>Communication.</p> <p>The Employer's Representative is;</p> <table><tr><td><p><u>Accounting Officer:</u></p><p>Mr. D.J.D. Mahlangu</p><p>Private Bag X4041</p><p>Kwaggafontein C</p><p>Mpumalanga</p><p>0458</p><p>Tel : 013 986 9100</p></td><td><p><u>Procurement Enquiries:</u></p><p>Ms. L. Sehlako</p><p>Private Bag X4041</p><p>Kwaggafontein C</p><p>Mpumalanga</p><p>0458</p><p>Tel : 013 986 9187</p></td><td><p><u>Technical Enquiries:</u></p><p>Mr. A.S. Malope</p><p>Private Bag X4041</p><p>Kwaggafontein C</p><p>Mpumalanga</p><p>0458</p><p>Tel : 013 986 9167</p></td></tr></table> | <p><u>Accounting Officer:</u></p> <p>Mr. D.J.D. Mahlangu</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9100</p> | <p><u>Procurement Enquiries:</u></p> <p>Ms. L. Sehlako</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9187</p> | <p><u>Technical Enquiries:</u></p> <p>Mr. A.S. Malope</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9167</p> |
| <p><u>Accounting Officer:</u></p> <p>Mr. D.J.D. Mahlangu</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9100</p> | <p><u>Procurement Enquiries:</u></p> <p>Ms. L. Sehlako</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9187</p> | <p><u>Technical Enquiries:</u></p> <p>Mr. A.S. Malope</p> <p>Private Bag X4041</p> <p>Kwaggafontein C</p> <p>Mpumalanga</p> <p>0458</p> <p>Tel : 013 986 9167</p> | | |
| | <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the THLM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p> | | | |
| 5 | <p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.</p> | | | |
| 6 | <p>Cost of Tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p> | | | |
| 7 | <p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> | | | |
| 8 | <p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p> | | | |
| 9 | <p>Submitting tender offer:</p> | | | |
| | <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked with project description.</p> <p>Location of tender Box: Thembisile Hani Local Municipality Building, municipal entrance.</p> <p>Physical Address: Thembisile Hani Local Municipality, Stand No.24 Kwaggafontein C, Mpumalanga, 0458.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p> | | | |

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| 10 | Closing Time: |
| | <p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12h00pm</p> <p>Closing Date: 7th February 2024</p> <p>Location: Thembisile Hani Local Municipality Stand No.24 Kwaggafontein C Mpumalanga 0458.</p> <p>Tenders will be opened in public at the same time.</p> |
| | After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM. |
| 11 | <p>Pricing the tender</p> <p>State the rates and prices in Rands</p> |
| 12 | <p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p> |
| 13 | <p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p> |
| 14 | <p>Declaration Certificate for Local Production and Content for Designated Sectors</p> <p>Local Content is NOT APPLICABLE on this project.</p> |
| 15 | <p>Tender Offer Validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p> |
| 16 | <p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p> |
| 17 | <p>Tender evaluation points</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.</p> |
| | Preference points for this bid shall be awarded for: |

| | | | | | | | | | |
|--|--|--|---------------|--------------|-----------|-----------------------|-----------|--|------------|
| | <p>(a) Price; and</p> <p>(b) Specific Goals.</p> | | | | | | | | |
| 18 | <p>The maximum points for this bid are allocated as follows:</p> <table border="1"> <tr> <td></td><td>POINTS</td></tr> <tr> <td>PRICE</td><td>80</td></tr> <tr> <td>Specific Goals</td><td>20</td></tr> <tr> <td>Total points for Price and Specific Goals must not exceed</td><td>100</td></tr> </table> | | POINTS | PRICE | 80 | Specific Goals | 20 | Total points for Price and Specific Goals must not exceed | 100 |
| | POINTS | | | | | | | | |
| PRICE | 80 | | | | | | | | |
| Specific Goals | 20 | | | | | | | | |
| Total points for Price and Specific Goals must not exceed | 100 | | | | | | | | |
| | <p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be terms of the Supply Chain Management Policy of the THLM.</p> <p>The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers | | | | | | | | |
| 19 | <p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none"> ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> ▪ A valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. | | | | | | | | |

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| | <ul style="list-style-type: none"> ▪ If any tender document is tempered with or it is unbundled or unbundled. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of correction fluid without initialising or the use of any erasable ink, e.g. pencil. ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory. |
| 20 | <p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ol style="list-style-type: none"> 1. Previous and expected current annual turnover 2. Current contractual obligations 3. Capacity to execute the contract |
| 21 | <p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the completed projects where the firm was involved. Reference of clients MUST be provided.</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last three (3) years.</p> <p>Evaluation of the Tenderer’s position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size |
| | <p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p> |
| 22 | <p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer’s financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Contact the Tender’s bank manager to assess the Tenderer’s financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose. |

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| 23 | <p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether a valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. |
| | <p>If the Tender does not meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| 24 | <p>Penalties</p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years. |
| 25 | <p>Evaluation Method 4</p> <p>Which entails the balance between financial offer, preferences and Quality and 80-20 points system, will be adopted.</p> |
| 26 | <p>The additional conditions of Bid Document</p> <ol style="list-style-type: none"> 1. Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. |

FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender compliance by the contracting Firm

It must be noted that a total of **40 points** must be obtained by the contracting firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

| Evaluation Criteria | Evaluation Criteria | Elimination Factor | Points obtainable | Points Claimed |
|---|--|--------------------|-------------------|----------------|
| Delegation of Authority (Note 01) | Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project | Yes | 5 | |
| Completing tender document (Note 02) | Must initial every page in the tender document, signing and fill the tender document in full | Yes | 5 | |
| Company registration (Note 03) | Proof of Company Registration with Company Intellectual Property Registration Office (CIPRO) and proof of shareholding | Yes | 5 | |
| Tax Pin Verification (Note 04) | Proof of Tax Registration and Compliance with South African Revenue Service (SARS) | Yes | 5 | |
| Municipal Account (Note 05) | A statement of the municipal account which does not owe municipal services for more than 90 days must be attached. | Yes | 5 | |
| Bank Confirmation Letter (Note 06) | A proof in the form bank stamped letter from the bank not older than three (3) months confirming the bank account and details. | Yes | 5 | |
| CSD Report (Note 07) | A copy of CSD report of the company which is not older than 1 (one) month must be attached. | Yes | 5 | |
| Company Professional registration (Note 08) | Proof of registration with South African Institute of Chartered Accountants (SAICA) or Independent Regulatory Board of Auditors (IRBA) | Yes | 5 | |
| Total 40 points | | | | |

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a

delegated and authorized Signatory must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 02: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. Failure, which shall warrant an automatic elimination of tender from any further evaluation.

Note 03: Company registration

A proof of company registration in the form of a copy from Company Intellectual Property Registration Office (CIPRO) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification PIN

A copy of tax registration and compliance (**Tax PIN**) with relevant SARS in the form of a valid verification PIN certificate shall be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account

Attach an original or a copy of a municipal utility account (not older than three (03) months) and the account must be in arrears for more 90 days of any of the registered Director(s) or Company. Attach a copy of the lease agreement along with the utility account of the Landlord, whereby the company is leasing the property it is operating from. Failure to attach the required documents shall warrant an automatic elimination of tender from any further evaluation.

Note 06: Bank Confirmation Letter

Attach a proof in the form bank stamped letter (electronic stamp acceptable) from the bank not older than three (3) months confirming the bank account and details. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 07: CSD Report

Attach a copy of CSD summary report of the company which is not older than one (01) month must be attached. Failure to attach the report shall warrant an automatic elimination of tender from any further evaluation.

Note 08: Company's Professional Registration

A Copy of registration with professional body must be attached and must be valid at the time of closing of tenders. Failure to attach the document shall warrant an automatic elimination of tender from any further evaluation.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorized to sign Tender:

FULL NAME:

SIGNATURE: **DATE:**

FORM B: EVALUATION SCHEDULE: FUNCTIONALITY

The Firm's tender responsiveness in relation to points is therefore summarised as follows:

| Summary of Functionality | |
|--|-----------|
| Organising and Staffing | 65 |
| Experience of Firm on similar or comparable projects | 20 |
| Total | 85 |

A firm must obtain a minimum of 65 points out of the 85 points above to be considered for Price and Specific Goals.

Project Director/ Team Leader: (Maximum points obtainable 25)

Name:.....

| Evaluation Criteria | Minimum Required | Eliminating Factor | Point obtainable | Point Claimed |
|-------------------------|---|--------------------|------------------|---------------|
| Academic qualifications | Honors Bachelor of Accounting Science or Post Graduate Diploma in the field of Internal Auditing, Auditing, Computer Auditing, equivalent or higher | No | 8 | |
| | Bachelor's Degree or Advanced Diploma in the Field of Internal Auditing, Auditing, Computer Auditing or equivalent | No | 4 | |
| | National Diploma in the field of Internal Auditing ,Auditing, Computer Auditing or equivalent | No | 2 | |

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|---|--|---------------------------|-------------------------|----------------------|
| Sub-total | | | 8 | |
| Professional Registration | Registration with SAICA as a Chartered Accountant, registration with ISACA as CISA , registered with IIASA as a Certified Internal Auditor | | 7 | |
| Sub-total | | | 7 | |
| Involvement in similar projects confirmed on the CV | Number of years | Eliminating Factor | Point obtainable | Point Claimed |
| | 1 – 4 years of experience | No | 3 | |
| | 5 – 8 years of experience | No | 4 | |
| | 9 year of experience and above | No | 10 | |
| Sub total | | | 10 | |
| Total | | | 25 | |

Internal Audit Manager (Maximum Point obtainable 16)

Name:.....

| Evaluation Criteria | Minimum Required | Eliminating Factor | Point obtainable | Point Claimed |
|---|---|---------------------------|-------------------------|----------------------|
| Academic qualifications | Honours or Post Graduate Diploma in Internal Auditing, Accounting, equivalent or higher | No | 6 | |
| | Bachelor's Degree or B-Tech Degree or Advanced Diploma in the field of Internal Auditing, Auditing, Computer Auditing or higher | No | 4 | |
| Sub-total | | | 6 | |
| Professional Certification | Registration with SAICA as Chartered Accountant , registered with ISACA as CISA , registered with IIA as a Certified Internal Auditor | No | 4 | |
| Sub-total | | | 4 | |
| Involvement in similar projects confirmed on the CV | Number of years | Elimination Factor | Point obtainable | Point Claimed |
| | 1 - 4 years of experience | No | 3 | |
| | 5 years of experience and above | No | 6 | |
| Sub total | | | 6 | |
| Total | | | 16 | |

IT Auditor x1 (Maximum Point obtainable 12)

Name:.....

| Evaluation Criteria | Minimum Required | Elimination Factor | Point obtainable | Point Claimed |
|---------------------|------------------|--------------------|------------------|---------------|
|---------------------|------------------|--------------------|------------------|---------------|

| | | | | |
|---|--|---------------------------|-------------------------|----------------------|
| Academic qualifications | B Com Accounting /B-Tech Degree/ Advanced Diplomain the field of Accounting, Internal Auditing, Computer Auditing / equivalent or higher | No | 3 | |
| | National Diploma in the field of Accounting, Internal Auditing, Computer Auditing or equivalent | No | 2 | |
| Sub-total | | | 3 | |
| Professional Certification | Certified Information Systems Auditor (CISA) | No | 3 | |
| Sub-total | | | 3 | |
| Involvement in similar projects confirmed on the CV | Number of years | Elimination Factor | Point obtainable | Point Claimed |
| | 2 – 4 years of experience | No | 3 | |
| | 5 years of experience and above | No | 6 | |
| Sub total | | | 6 | |
| Total | | | 12 | |

Internal Auditors x2 (Maximum Point obtainable 12)

Names:.....

| Evaluation Criteria | Minimum Required | Elimination Factor | Point obtainable | Point Claimed |
|-------------------------|---|--------------------|------------------|---------------|
| Academic qualifications | B-Tech Degree/ Advanced Diploma in the field of Accounting, Internal Auditing, (NQF level 7) / equivalent or higher | No | 3 | |

Appointment of panel of audit firms for co-sourcing
of internal audit projects for the period of 36
months

| | | | | |
|---|--|---------------------------|-------------------------|----------------------|
| | National Diploma in the field of Internal Auditing, Accounting or equivalent | | 2 | |
| Sub-total | | | 3 | |
| Professional Registration | Registered Member of Internal Auditors SA | No | 3 | |
| Sub-total | | | 3 | |
| Involvement in similar projects confirmed on the CV | Number of years | Elimination Factor | Point obtainable | Point Claimed |
| | 2 - 4 years of experience | No | 3 | |
| | 5 years of experience and above | No | 6 | |
| Sub total | | | 6 | |
| Total | | | 12 | |

Experience of the firm (Maximum points obtainable 20)

Note: Company's previous completed projects

The maximum points obtainable under company experience is **20 points**. Bidders must provide proof of previous company experience in similar government projects by providing reference letters indicating at least one contactable reference per letter were the bidder has dealt with similar or any of the following planning work or projects:

| Evaluation Criteria | Minimum Required | Points Obtainable | Points Claimed |
|----------------------------|-------------------------|--------------------------|-----------------------|
| Experience of the firm in | 1 year to 3 years | 5 | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Appointment of panel of audit firms for co-sourcing
of internal audit projects for the period of 36
months

| | | | |
|---|--------------------|-----------|--|
| executing audits within local government | 4 years to 6 years | 10 | |
| | 7 years and above | 20 | |
| Sub-total | | 20 | |
| Maximum Points obtainable | | 20 | |

TOTAL SCORE: _____/85

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2