

LEKWA LOCAL MUNICIPALITY



BID No: LLM 03 /2022/2023

**APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS
(ATTORNEYS) /LAW FIRMS TO PROVIDE LITIGATION AND
LEGAL ADVISORY SERVICES FOR THE PERIOD OF THREE (03)
YEARS IN LEKWA LOCAL MUNICIPALITY**

Closing Date: 20 SEPTEMBER 2022@ 12h00

TENDER DOCUMENT

TENDER SUBMITTED BY:

Name of Company :

Contact Name :

Contact No :

Address :

CSD No. :

Issued by:

Lekwa Local Municipality,
Cnr. Dr Beyers Naude & Mbonani Mayisela
Streets, Standerton
2430.

Tel : (017) 712 9600



PART: A: INVITATION TO BID:

MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (LEKWA LOCAL MUNICIPALITY)

BID NUMBER:	LLM 03/2022/2023	CLOSING DATE:	20 SEPTEMBER 2022	CLOSING TIME:	12:00
BID DESCRIPTION	APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS (ATTORNEYS) /LAW FIRMS TO PROVIDE LITIGATION AND LEGAL ADVISORY SERVICES FOR THE PERIOD OF THREE (03) YEARS IN LEKWA LOCAL MUNICIPALITY				
TOTAL BID PRICE					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7) or SERVICE LEVEL AGREEMENT OF LEKWA MUNICIPALITY.					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (Lekwa Municipality, Corner, Mbonani Mayisela and Dr Beyer Naude Streets, Standerton) not later than 12:00 on **20 SEPTEMBER 2022**

An official briefing session will not be Applicable.

The Bid box is generally open 07h30 to 16h15, Monday to Friday.

Completed Bid document and signed must be sealed in an envelope marked "Bid number and Bid description"

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids documents containing the Conditions of Bid and other requirements in terms of the Supply Chain Management Policy will be downloaded from e-tender Publication Portal at www.etenders.gov.za at no fee.

BIDDER 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:	

B-BBEE STATUS LEVEL NUMBER	-----		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
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]
TOTAL NUMBER OF ITEMS OFFERED			
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		LEGAL INFORMATION ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms Lerato Nhlapo (SCM Official)	CONTACT PERSON	Ms Londiwe Thango (Legal Services Official)
TELEPHONE NUMBER	079 135 9105	TELEPHONE NUMBER	076 342 3543
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	LNhlapo@ lekwalm.gov.za	E-MAIL ADDRESS	LThango@lekwalm.gov.za

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 LEKWA LOCAL MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, 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 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
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:



BID NUMBER: LLM 03/2022/2023 APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS (ATTORNEYS) /LAW FIRMS TO PROVIDE LITIGATION AND LEGAL ADVISORY SERVICES FOR THE PERIOD OF THREE (03) YEARS IN LEKWA LOCAL MUNICIPALITY.

SPECIFICATION FOR PANEL OF LEGAL PRACTITIONERS (ATTORNEYS)

1. OBJECTIVE

The objective of this proposal and specification is to appoint a suitable, qualified and competent Law Firm(s) with adequate capacity and experience in dealing with Legal matters in the Local Government level.

The successful Law Firm(s) shall serve Lekwa Local Municipality in the Panel of Attorneys and Conveyancers. This will ensure that a database for successful Law Firm is readily available to the Municipality and may be contracted as and when required.

Lekwa Local Municipality hereby invites all suitably qualified Legal Firms in all Provinces of the Republic of South Africa to submit their proposals for consideration.

2. SCOPE OF WORK / AREAS OF SERVICE

Successful Law Firms shall be required to render legal services to Lekwa Local Municipality in the following areas of law :

- Commercial and corporate law;
- Corporate governance and procurement;
- Policy formulation and legislative framework;
- Property and housing development;
- Debt collection;
- Labour law and industrial relations, including training Management;
- Town Planning related matters;
- Contract Management, including training Management;
- Litigation (Civil & Criminal);
- Information Technology Law;

- Public Private Partnership;
- Forensic Investigations;
- Conveyancing and
- Any other legal related matters.

3. SUBMISSION REQUIREMENTS

To be considered for evaluation, a bidder's proposal must comply with the following minimum requirements:

3.1 Proof that the bidder has been in existence and practicing for a period of five (5) years in that area of service or law and especially in local government prior to the closing date of this proposal;

3.2 Bidder's Company Profile with traceable experience;

3.3 Company organogram with roles and responsibilities.

The phrase 'lead attorney' refers to a legal practitioner who will be primarily responsible for carrying out the work assigned to the bidder by Lekwa Municipality as per the identified area (s) of service in paragraph 2 hereof.

3.4 Lead attorney(s)'s proof of qualifications;

3.5 Curriculum vitae of the lead attorney(s) reflecting the following:

3.5.1 Qualifications;

3.5.2 Area(s) of service and years of experience in the identified area(s) of service as referred to in paragraph 2 hereof;

3.5.3 Record of clients, i.e. record of clients and summary of four (4) complex matters attended to by the lead attorney(s) under the identified areas of service as referred to in paragraph 2 hereof in the last three (3) years prior to the closing date of this request for proposals.

3.5.4 Proof that the lead attorney(s) has at least more than five (5) years post admission experience in the identified area(s) of service as referred to in paragraph 2 hereof.

3.6 Three reference letters from the clients whom the bidder has provided services similar to the ones listed in the identified areas of service as stated in paragraph 2 hereof.

4. SPECIAL CONDITIONS

The following are the special conditions applicable to this request for proposals:

4.1. The appointment of Panel of Legal Firm(s) shall be a period of 3 years reckoned from the date of acceptance of the appointment with Lekwa Local Municipality.

- 4.2 The successful firm (s) of attorneys may be assigned work as and when required.
- 4.3 For every assignment, an assignment letter will be issued to the assigned firm of attorneys.
- 4.4 Lekwa Municipality may, in respect of any assignment, negotiate fees with any successful firm of attorneys.
- 4.5 A firm of attorneys assigned any work may not cede, assign or sub-contract any part thereof to any person unless with the written consent of Lekwa Local Municipality.
- 4.6 The successful firm of attorneys shall report directly to the Manager Legal Services and or any person delegated by the Municipal Manager in respect of any engagement (instructions, case management etc.) and for the receipt and handling of all forms of reports and all administration pertaining to any particular assignment.

5. PRICING SCHEDULE

- 5.1 Fees should be indicated in an hourly rate. Distinction should be made between fees for junior and senior attorneys.
- 5.2 The lead attorney's hourly fee, including that of the lead attorney's applicable professional staff.

6. THE FOLLOWING COMPULSORY DOCUMENTS MUST BE ACCOMPANIED BY THE TENDER OR PROPOSAL, AND FAILURE TO PROVIDE SUCH DOCUMENTATION SHALL CONSTITUTE AUTOMATIC DISQUALIFICATION:

1. Company Registration Certificate;
2. SARS Pin / tax compliance status;
3. Certified copies of ID'S of directors of the company (not older than 6 months)
4. Valid Statement of Municipal account, not older than 90 days and not in arrears or a copy of the lease agreement if the office is leased.
5. Letter of Authority on the companies letter head;
6. Signed declaration of interest;
7. Up to date Fidelity Fund Certificate;
8. Good Standing Certificate from Legal Practice Council;
9. Confirmation of Membership Certificate from Legal Practice Council;
10. Certificate of admission as an attorney of the High Court of South Africa;
11. Certificate of admission as Conveyancer (if applicable) and
12. The companies Fees structure.

NB: Please note that the above requirements are mandatory and MUST accompany the proposal. Noncompliance of the above will automatically lead to disqualification. Bid Documents are obtainable on the municipality website.

7. CONTACTABLE REFERENCES

Lekwa Local Municipality is seeking a Service Provider that is fully au fait with the operational environment and regulatory issues faced by public entities especial Local Government. The annexation of details of previous experience in similar services to the public sector is highly recommended. It is also significant to provide the contactable references by stating the following:

1. Name of the client;
2. Location of the client;
3. Contact details of the client;
4. Recommendation letter;
5. Work performed;
6. Outcome of the work performed.

8. EXPERTISE AND CAPACITY

The proposal should reflect levels of expertise and capacity in delivery of services as per the requirements.

9. BID SPECIFICATIONS

- Only law firms specializing/expertise on the areas of law listed below are required to submit their bids.

Mark with X on your core function (s) (**maximum of 5 core functions** per law firm)

NUMBER	STREAM	MARK X
1	Commercial and corporate law	
2	Corporate governance and procurement	
3	Policy formulation and legislative framework	
4	Property and housing development	
5	Debt collection	
6	Labour law and industrial relations, including training Management	

7	Town Planning related matters	
8	Contract Management, including training Management	
9	Litigation (Civil & Criminal)	
10	Information Technology Law	
11	Public Private Partnership	
12	Forensic Investigations	
13	Conveyancing	

10. CONDITIONS FOR SELECTION/SHORT LISTING

Tenders submitted will be evaluated by Lekwa Local Municipality using a system of 80/20 scoring system that awards points in line with the guidelines of the Supply Chain Management covering the following items:

CRITERIA	SCORE
Qualification and Experience of Director/s : Academic and experience of director/s that will be involved in the assignments. Score: LLB /B Proc with 10 years of experience and above = 25 points LLB /B Proc with 7 to 10 years of experience =20points LLB /B Proc with 5 to 7 years of experience = 15 points LLB /B Proc with 3 to 5 years of experience = 10 points LLB /B Proc with 1 to 3 years of experience = 5 points LLB /B Proc with 0 to 1 year of experience = 0 points	25
Experience of the Law firm : Experience in similar work done in the past. Score: From 5 years and above = 20 points Between 4 to 5 years = 16 points Between 3 to 4 years = 12 points Between 2 to 3 years = 8 points From 0 to 2 years = 4 points	20
Total	85

9.1 Bids will be evaluated for price out of 80 points depending on the submitted proposals. The responses that would have achieved 60% or more from the Functionality Evaluation will be further evaluated for price. Price evaluation will be out of 20 points.

9.2 The tender obtaining the highest number of points will usually be awarded the contract, although other factors may lead to a different decision.

9.3 In the event of equal points scored, the tender will be awarded to the tenderer scoring the highest on the functionality.

9.4 The appointment of any candidate will only take effect after the Service Provider has received written confirmation of such appointment from Lekwa Municipality and the contract duly signed by both parties.

9.5 Reference checks will be conducted on all candidates submitted for consideration.

10. PROFESSIONAL MEMBERSHIP

All lead Attorneys must be admitted as Attorneys of the High Court of South Africa, registered to Legal Practice Council and certify the requirements stipulated in paragraph 3 above.

12. DISCLAIMER

Lekwa Local Municipality reserves the right to appoint or not to appoint any service provider to the Panel depending on the Municipal requirements. Lekwa Local Municipality make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE

-Period required for delivery

*Delivery: Firm/Not firm

-Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** 'all applicable taxes' includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

ATTACHMENT OF RETURNABLE DOCUMENTS

1. Up to date Fidelity Fund Certificate;
2. Good Standing Certificate from Law Society of South Africa;
3. Confirmation of Membership Certificate from Law Society;
4. Certificate of admission as an attorney of the High Court of South Africa;
5. Bidder's Company Profile with traceable experience;
6. Legal fees structure;
7. Organizational structure;
8. Company organogram with roles and responsibilities;
9. Records of Organization confirmation the premises from which the bidder conducts its business, the bidder's communication and documents service facilities (i.e. the lead attorney and his support staff's e-mail address, telephone and facsimile number) used by the bidder.
10. Lead attorney(s)'s proof of qualifications and admission as an attorney.
11. Curriculum vitae of the lead attorney(s) reflecting the following:
 - Qualifications;
 - Area(s) of service and years of experience in the identified area(s) of service as referred to in paragraph 2 hereof;
 - Record of clients, i.e. record of clients and summary of four (4) complex matters attended to by the lead attorney(s) under the identified areas of service as referred to in paragraph 2 hereof in the last three (3) years prior to the closing date of this request for proposals.
 - Proof that the lead attorney(s) has at least more than seven (7) years post admission experience in the identified area(s) of service as referred to in paragraph 2 hereof.
12. Three reference letters from the clients whom the bidder has provided services similar to the ones listed in the identified areas of service as stated in paragraph 2 hereof.
13. Locality, i.e. the business and postal address where the bidder conducts its business including other regional offices within the Republic of South Africa.
14. Certification of Registration;
15. Valid and Current Tax Clearance Certificate/ tax compliance status;
16. BBBEE Rating Certificate;
17. Company ownership status

18. Organisational structure for the Legal Firm;
19. Detailed Curriculum Vitae of professional officials;
20. Strengths and weakness of the firm based on past assignments;

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, 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 persons in the service of the state and who may be involved with

the evaluation and or adjudication of this bid?.....**YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors
trustees, managers, principle shareholders or stakeholders
in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle
shareholders, or stakeholders of this company have any
interest in any other related companies or
business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

--	--	--

.....

Signature

.....

Capacity

.....

Date

.....

Name of Bidder

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

This preference form must form part of all bids invited. 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 BBBEE, 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

- a) 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; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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:

80/20

or

90/10

$$P_s \leq 80 \leq 1 \leq \frac{P_t - P_{\min}}{P_t - P_{\min}} \text{ or } P_s \leq 90 \leq 1 \leq \frac{P_t - P_{\min}}{P_t - P_{\min}}$$

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted. % ii)

The name of the sub-contractoriii)

The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE (**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 propriety

☐ 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.

Capacity WITNESSES	Name of Bidder
1. SIGNATURE(S) OF BIDDERS(S)
2.	DATE:
	ADDRESS 21



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>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	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"/>	1
4.3.1	If so, furnish particulars:			
Item	Question	Yes	No	
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <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 bidrigging.

- 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.

MBD 9

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:

LEKWA LOCAL MUNICIPALITY

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

MBD 9

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.

MBD 9

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

