

THE MSUNDUZI MUNICIPALITY



**HEAD: SUPPLY CHAIN MANAGEMENT
DR D.N. GAMBU (NDLOVU)**

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SCM 41 OF 25-26

APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.

Tenderer's Name:																			
Postal Address:																			
												Postal Code							
Tel. No.												Cell. No.							
Contact Person:																			
E Mail Address:																			
CSD NUMBER : MAAA												TAX REF. NUMBER							

Tenders contained in sealed envelopes and marked with the "**CONTRACT No. SCM 41 OF 25-26**" and "**CONTRACT DESCRIPTION**" at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (**coordinates - 29.6126297;30.3610014**), not later than **12h00 on Monday, 11 May 2026**, when they will be opened in public. Only Tenders placed in the Tender Box before the closing time above will be accepted.

THE MSUNDUZI MUNICIPALITY

TENDER SUBMISSION CHECKLIST

The Checklist below is attached hereto to assist Tenderers with the completion of the tender document. Tenderers are required to **TICK** the relevant boxes for verification purposes. Where information is not applicable to the tender, the symbols **N/A** must be inserted in the space provided.

It must be noted that the Council shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

No.	Description	<u>Tenderer to Tick</u> (√)	<u>For Official Use Only</u>	
1	Has the Tender Document been completed in handwriting and signed? (No correction fluid used)		D	
2	Has all tendered rates been priced in handwritten and corrections counter-signed? (No correction fluid used)		D	
3	Has all tendered amounts been arithmetically checked and the correct total amounts carried forward to the Summary Page and Tender Form?			
4	Has all information as required in terms of the Tender Document been submitted with the tender?		D	
5	Has the no "Site Inspection/Tender Briefing" meeting been attended and has the "Site Inspection/Tender Briefing" Certificate been completed and signed at the meeting?	YES	D	
6	Have all Declarations contained in the Tender Document been completed and signed by the Tenderer, and before a Commissioner of Oaths (if applicable)?		D	
7	Has the "Tender Form" been completed and signed?		D	
8	Has the "Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022" been completed in its entirety and signed?			
9	Is a valid Original Tax Clearance Certificate attached to the Tender Document or has a Tax Clearance Status Verification Pin been provided?		D	
10	Has the CSD Supplier Number and Unique Registration Reference Number been submitted with the Tender Document?		D	

***** D: Failure to comply with these Sections will prejudice the tender.**

Name of Tenderer : _____

Signature / Date : _____

THE MSUNDUZI MUNICIPALITY

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INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.**

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13.	<u>TENDERERS PLEASE NOTE: -</u>	
13.1	Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction thereof indistinct, or any descriptions ambiguous, or if this document contains any obvious errors they shall inform the Head: Supply Chain Management or the Engineer at once and have same rectified. No liability whatsoever will be incurred by the Council in respect of errors in any tender due to the Tenderer's failure to observe this requirement.	
13.2	The Tender Notice was advertised in The Witness newspaper on Friday, 17 April 2026.	
13.3	The tender closes at the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, at 12h00 on Monday, 11 May 2026.	

THE MSUNDUZI MUNICIPALITY
SCM 41 OF 25-26

**APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE
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TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers for an environmental consultant to undertake a detailed Alien Invasive Species Management Plan for the Msunduzi Municipality.

Tender documents will be made available to tenderers from **12h00 on Monday, 20 April 2026.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on www.etenders.gov.za

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R796.70 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

A compulsory **Tender Briefing Meeting** will be held on **Tuesday, 05 May 2026**, at the **333 Church Street, AS Chetty Building, 4th Floor Boardroom**, commencing at **10h00**.

Service Providers will be required to present a hard copy of their tender document at Tender Briefing Meeting to ensure that the Site Inspection/Tender Briefing Certificate is duly signed by the authorised official at the end of the meeting.

For any technical related enquiries, please contact Fikile Zwane on direct Telephone No.061 4949 938 or e-mail address fikile.zwane@msunduzi.gov.za

For any procurement related enquiries, please contact Phiwe Mthlane (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2486 or e-mail address phiwe.mthlane@msunduzi.gov.za.

Tenders contained in sealed envelopes and marked with "**SCM 41 OF 25-26**" and the **Contract Description** must be placed in the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, not later than **12h00 on Monday, 11 May 2026**, when they will be publicly opened. **Only Tenders placed in the Tender Box before the closing time above will be accepted**

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Professional Environmental Scientist (Project leader)	Availability of suitably qualified and experienced environmental science professional	South African Council for Natural Scientific Professions (SACNASP)	Copy of SACNASP registration certificate
Professional Biodiversity Specialist	Availability of suitably qualified and experienced biodiversity specialist professional	South African Council for Natural Scientific Professions (SACNASP)	Copy of SACNASP registration certificate
Herbicide specialist/ Weed control specialist	Availability of a certified technician experienced in biological and chemical control of alien invasive plants	Registered Pest Control Operator (PCO) certificate	Copy of PCO registration certificate
Professional GIS Practitioner	Availability of suitably qualified GIS professional	Registered South African Geomatics Council (SAGC)	Copy of SAGC registration certificate

MANDATORY REQUIREMENTS:

Tender Adjudication/Evaluation Criteria: The Tenderer's experience and technical capacity applicable to the nature of works mentioned herein shall be scored against 80/20-point system, where the Tenderer with the most experience and technical capacity pertaining to the nature of works mentioned herein shall score a maximum of 70 points. Tenderers shall be scored against the following criteria: -

STAGE ONE: FUNCTIONALITY:

The bid shall be evaluated on a Two Stage evaluation system – Stage one being Functionality and Stage Two 80/20 Preference Point System. The functionality stage one shall be evaluated on the following criteria:

Item No.	TARGET	POINTS CLAIMABLE	VERIFICATION METHOD
1.	Experience in Similar Projects- completed projects involving Alien Invasive Plant Management Plans or similar environmental management projects	40 Points	Signed reference letters on client letterheads (indicating project description, duration, and contactable references) and appointment letters/contracts
2.	Project Team Expertise and Specialist Input - Environmental Scientist	5 Points	Curriculum Vitae (CVs) with contactable references must be submitted for all proposed personnel. Each individual must have a minimum of five

	- Biodiversity Specialist	5 Points	(5) years' relevant experience.
	-GIS Practitioner	5 Points	
	-Herbicide Specialist	5 points	
	Total Points Claimable	60 Ponits	

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR S. F. MNDEBELE (MUNICIPAL MANAGER)

THE MSUNDUZI MUNICIPALITY

STANDARD CONDITIONS OF TENDER

1. DOCUMENTS

This document comprises of the Standard Conditions of Tender, Standard Conditions of Contract (N/A), Special Conditions of Contract (N/A), Legislation, Definitions, Specifications, Pricing Schedule, Tender Form, Drawings (N/A), Data Sheets and Annexures thereto.

2. SUBMISSION OF TENDERS

Tenders must be made out on the Tender Form annexed hereto. Service Providers are advised that this document must be completed by being hand written or typed **and originally signed by Pen** and submitted in its entirety. Failure to comply with this condition shall result in the tender being disqualified.

Service Providers using Courier Companies or any other mode of transport to deliver their tender documents must ensure that the tender documents are delivered to the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, before the close of tenders. The Council shall not be held liable for any tender document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of the Courier Company or any other party involved in the delivery of the tender documents, including any employee of the Council.

Sealed tenders endorsed with the appropriate Contract Number and Contract Title must reach the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, not later than the closing date and time stated in the public advertisement inviting tenders, when they will be opened in public. Tenders shall remain valid for four (4) calendar months from the date of opening, except for the initial five (5) working days grace period after the close of tenders within which period a Service Provider may be permitted to withdraw its tender subject to an application with good and sufficient reasons being submitted in writing to obtain approval of such withdrawal, at the sole discretion of the Senior Manager: Supply Chain Management.

All literature submitted must be securely attached to the tender. The Council shall not be held liable for any loss or damages sustained due to the Service Provider's failure to comply with this condition.

In the case of a Service Provider withdrawing its tender after the expiry of the grace period, the Council may refuse to receive or consider, for such period as it may think fit, any further tenders from that Service Provider.

3. COMMUNICATION WITH MEMBERS OF THE COUNCIL OR COUNCIL EMPLOYEES

Without detracting from any prevailing law, no Service Provider shall offer, promise or give any person or persons connected with the adjudication, or awarding of the tender, any gratuity, bonus, discount or consideration of any kind in connection with the obtaining of a contract. Nor shall any Service Provider communicate with any member of the Council or a Council employee on a question affecting the awarding of a contract which is the subject of a tender, during the period between the closing date of tenders and the date of notification of the successful Service Provider; provided always that the Senior Manager: Supply Chain Management may, in exceptional circumstances, obtain additional information from a Service Provider to enable her to formulate her recommendation to Council.

Any attempt to contravene this condition, which is brought to the notice of the Supply Chain Management shall result in the disqualification of the Service Provider.

Prospective Service Providers are further advised that s118 of the Municipal Finance Management Act prohibits the interference, by any person, with the supply chain management system of the Municipality and the amendment of or tampering with any tender, quotation, contract or tender after its submission.

4. **IMPORT PERMITS**

The Council will not undertake to secure any import permits or currency for the import of any goods or materials required for the execution of this contract. The Service Provider must apply directly for any import permits or currency needed. However, the Council will furnish the successful Service Provider with a supporting statement, if required.

5. **REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)**

The National Treasury's Central Supplier Database (CSD) has been open for registration from 01 September 2015. The CSD serves as one single source of supplier information to all spheres of government. Within this system, suppliers are required to register once when they do business with the state. This will significantly reduce the administrative burden for businesses, especially small and medium sized enterprises. The database interfaces with the South African Revenue Service (SARS), the Companies and Intellectual Property Commission (CIPC) and the payroll system. It will electronically verify a supplier's tax status and enable public sector officials doing business with the state to be identified.

All prospective suppliers can register any time on the CSD website www.csd.gov.za Prospective suppliers may also visit the Provincial Treasury Database office situated at Treasury House, Ground Floor, 145 Chief Albert Luthuli Road, Pietermaritzburg, from 08h00 to 15h00, Mondays to Fridays, for any assistance with on-line registration on CSD.

For further information or enquiries, please contact 033 – 897 4516 / 033 – 897 4212 / 033 – 897 4624 / 033 – 897 4535 / 033 – 897 4676 / 033 – 897 4509 or Toll-Free at 0800 201 049 during office hours or via e-mail at database@kzntreasury.gov.za.

With effect from 01 July 2016, the Msunduzi Municipality will not award any tender to a supplier not registered as a prospective supplier on the CSD. Negotiations for the tender award will only be concluded with the qualify Service Provider(s) who is/are registered on the CSD on or after 01 April 2016.

In order for Council to verify your Company's registration with CSD, Service Providers are required to furnish the following information for verification purposes:

CSD Supplier Number	
Unique Registration Reference Number	

6. **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of tender that the taxes of the successful Service Provider must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the Service Provider's tax obligations.

Service Providers shall be required to submit, together with the tender document, a valid Tax Clearance Certificate and a Tax Compliance Status Verification Pin issued by SARS. Failure to submit a valid Tax Clearance Certificate and a Tax Compliance Status Verification Pin, the Council reserves the right to verify the same on National Treasury's Central Supplier's Database.

Should the Tax status becomes non-compliant prior to the final award of the contract being

made, the Council reserves the right to request the Service Provider to rectify their tax matters. In this instance, the Service Provider shall be given seven (7) working days written notice in which to comply. Should the Service Provider fail to comply with this request, the Council further reserves the right to make no award to the Service Provider and the Council shall not be held liable for any loss or damages sustained by the Service Provider.

7. **RATES**

The prices, rates or percentages quoted in the proposal shall be deemed to include all costs, including but not limited to materials, plant, labour, patent rights and royalties, freight, insurance, customs, railage, delivery, etc, unless the Service Provider states otherwise in the proposal.

- **"Price"** means an amount of money tendered for goods or services and includes all applicable taxes less unconditional discounts.
- **Section 64(1) of the VAT Act states:** Any price charged by a vendor for a taxable supply is deemed to include VAT, whether or not explicitly stated. Thus, even if bidder B's invoice does not explicitly include VAT, the price is considered VAT inclusive.
- **NB:** when submitting this tender bidders are advised that regardless of the VAT status of being a VAT or non VAT vendor the price must include VAT
- Further to the above the price shall be deemed to be VAT inclusive regardless of whether the bidder is the VAT vendor or not.

8. **INCOMPLETE TENDERING**

Tenders may be rejected if they show any additional, conditional or incomplete offers or irregularities of any kind in either the Tender Form or the Pricing Schedule.

Partial awards *may* be made where this is perceived by the Supply Chain Management or the Bid Evaluation Committee. Council reserves the right to take into account the principle of the distribution of works in order to empower SMME's and or Local Suppliers.

Should there be any difference or discrepancy between the prices and particulars contained in the Tender Form and those contained in any covering letter or pricing schedule submitted by the Service Provider, the prices and particulars contained in the Tender Form shall prevail.

9. **ACCEPTANCE OF ANY TENDER**

9.1 The Council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

9.2 The procedure/s which shall be followed with the acceptance of a tender are as follows:

9.2.1 Where in the tender document, Service Providers are required to submit Works Insurance, Sureties, Public Liability Insurance or any other provisional criteria, a letter of Provisional Acceptance will be sent to the successful Service Provider/s stipulating which amount or rate/s have been accepted and the requirements for the final award.

9.2.2 In this instance, the Service Provider/s shall be required to satisfy the requirements of the Provisional Letter of Acceptance within fourteen (14) days from date of issue of the

Provisional Letter of Acceptance.

- 9.2.3 Should the Service Provider/s, fails to comply with the requirements of such provisional acceptance within the period specified in same or any variation thereto, and the Council elects not to confirm the provisional acceptance of the tender on that ground, the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider(s).
- 9.2.4 Once the requirements of the Provisional Letter of Acceptance have been satisfied, a Final Letter of Acceptance will be sent by the Supply Chain Management to the successful Service Provider/s
- 9.2.5 Prior to the undertaking of any works, the successful Service Provider/s shall be required to enter into a Service Level Agreement (SLA) with the Council to address any post award qualification requirements as per the tender document.
- 9.2.6 Once the SLA has been concluded, the Tender, Provisional Letter of Acceptance, the Final Letter of Acceptance and the SLA, shall constitute a binding agreement between the Service Provider/s and the Council.
- 9.2.7 Should the Service Provider/s fail to enter into a contract when called upon to do so, then the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider/s.
- 9.3 Where no Insurances, Sureties or any other provisional criteria are required, a Final Letter of Acceptance stipulating which rate/s has been accepted will be sent by the Supply Chain Management to the successful Service Provider/s notifying the Service Provider/s of Council's intent to make an award of the contract.
- 9.4 Prior to the undertaking of any works, the successful Service Provider/s shall be required to enter into a Service Level Agreement (SLA) with the Council to address any post award qualification requirements as per the tender document.
- 9.5 Once the SLA has been concluded, the Tender, the Final Letter of Acceptance and the SLA, shall constitute a binding agreement between the Service Provider/s and the Council.
- 9.6 Should the Service Provider/s fail to enter into a contract when called upon to do so, then the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider/s.

Unless otherwise stipulated in the covering letter submitted with the tender, the Service Provider shall have waived, renounced and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of the tender which are in conflict with the Council's Conditions of Tender and the Standard Conditions of Contract. The Service Provider is warned that any material divergence from the official conditions or specification may render the tender liable to disqualification.

10. DOMICILIUM CITANDI ET EXECUTANDI

For the purpose of the service of all documents and the giving of notice as may be required in terms of this contract, or as a result of any action arising in conjunction with it, the Council chooses City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg as its *domicilium citandi et executandi*.

The Service Provider's *domicilium citandi et executandi* shall be whatever street address is given in the Tender Form attached hereto. Either party may, at any time, give one (1) month notice, in writing, of a change of its *domicilium citandi et executandi* provided that such

address shall be within the Republic of South Africa.

11. DATA SHEETS

Service Providers should complete, in full, all the Data Sheets attached to this document. These include, but are not limited to, the following:

- Declaration of Interest (MBD 4);
- Authority to Sign Document;
- Pricing Schedule (MBD 3.1 / 3.2 / 3.3 as applicable);
- Declaration of Bidder's Past Supply Chain Management Practices (MBD 8);
- Certificate of Independent Bid Determination (MBD 9); and
- Any other applicable Data Sheets or forms contained within the tender documentation.

Where Data Sheets and/or any other documentation are required to be commissioned, such documents must be duly stamped and signed by a Commissioner of Oaths, where applicable. Failure to complete and submit the required documentation in its entirety may result in the disqualification of the bid and render the offer non-responsive.

Completion of Tender Form

It is a compulsory requirement that the Tender Form be fully completed and signed by an authorised representative of the bidder. Failure to comply with this provision will render the bid unresponsive (invalid) and such bids will not be considered for adjudication.

12. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

The Supply Chain Management Municipal Regulations read in conjunction with Msunduzi Supply Chain Management policy states that the Council may not make any award to a person:

- (a) Who is in the service of the state;
- (b) If that person is not a natural person, of which and director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) Who is an advisor or consultant contracted with the municipality or municipal entity.

13. MUNICIPAL FEES

All Service Providers are to sign the Declaration herein declaring that their Municipal Fees are in order, or that proper arrangements have been made with the Council. Service Providers must include the relevant account numbers in the declaration.

14. APPEALS AND/OR OBJECTIONS

Any Service Provider aggrieved by decisions or actions taken by the Municipality must lodge within fourteen (14) calendar days from the **day of receipt of a regret letter**, a written objection or complaint to the Municipal Manager / Supply Chain Management. The appeal must be submitted in writing with the grounds of appeal within the stipulated fourteen (14) days. No appeal/objection will be entertained should the afore-mentioned condition not be adhered to, and the Municipality shall not be held liable for any loss or damages sustained by the Service Provider due to the Service Provider's failure to adhere to the above condition.

15. PREFERENCE POINTS CLAIMED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Service Providers claiming preference points shall be required to complete Annexure “B” hereto in its entirety and to fully comply with the General Conditions, Definitions and Directives stated therein.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, 2022, Preference Points must be awarded for Specific Goals stated in the tender.

Service Providers are required to submit proof or documentation required in terms of this tender to claim points for Specific Goals. Failure to do so shall result in no Preference Points being awarded to the Service Provider and the Council shall not be held liable for any loss or damages in this regard.

16. JOINT VENTURE AGREEMENTS AND CONSORTIUMS

Service Providers intending to tender in the form of Joint Ventures/Consortiums **should submit** the following documentation together with the tender:

- (1) Tax Compliance Status Verification Pins issued by SARS of all parties of the Joint Venture/Consortium.
- (2) CSD Reports of all parties of the Joint Venture/Consortium.
- (3) Signed copies of:
 - (a) The Declaration of Interest Form,
 - (b) The Declaration of Bidder’s Past Supply Chain Management Practices Form,and
 - (c) The Certificate of Independent Bid Determination Form.
- (4) An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of this contract.

Further to the above, the name of the Joint Venture/Consortium should appear on the relevant pages of the document.

17. ADJUDICATION CRITERIA

The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality’s Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

18. COMBATIVE TENDERING

The Supply Chain Management Regulations states that Combative tendering practices are unethical and illegal. These include but are not limited to:

- (i) Suggestions to fictitious lower quotations,
- (ii) Reference to non-existent competition,
- (iii) Exploiting errors in tenders,
- (iv) Soliciting tenders from Service Providers whose names appear on the list of restricted Service Providers/Suppliers/Persons, and
- (v) Submission of two tenders by a Service Provider.

Any attempt by a Service Provider to contravene this condition which is brought to the notice of the Municipal Manager or the Senior Manager: Supply Chain Management shall result in the disqualification of the tender. The Council further reserves the right to take any other action as it may deem necessary.

19. ALTERATIONS BY TENDERER

If a tenderer wishes to submit alternative proposals for consideration or wishes to change the Conditions of Contract, Specifications, Quantities or Drawings, or to qualify the tender in any way, such changes and/or proposals are to be listed in Annexure "A" hereto, failing which the tender will be deemed to be unqualified. It must be clearly understood that the Council will be under no obligation to accept any such qualification.

THE MSUNDUZI MUNICIPALITY
STANDARD CONDITIONS OF CONTRACT

1. DEFINITIONS AND INTERPRETATIONS

The following definitions shall apply:-

"Council" means the Msunduzi Municipality.

"Engineer" means the General Manager: Community Services of the day of the Msunduzi Municipality or the said Manager's duly appointed Representative.

"Head: Supply Chain Management" means the Head: Supply Chain Management of the day of the Msunduzi Municipality or the Head: Supply Chain Management's duly appointed Representative.

"Contractor" means the person, firm or company whose tender has been accepted by the Msunduzi Municipality and includes the supplier's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Council, any assignee of the Supplier.

"Contract Document" means the Standard Conditions of Tender, Standard Conditions of Contract, Special Conditions (if any), Specifications, Schedule of Quantities/Equipment, Priced Schedule of Rates and Prices, Drawings (if any), Tender Form and Annexures thereto and the final Letter of Acceptance.

"Contract Price" means the sum named in the tender, subject to such additions thereto or deductions therefrom as may be made from time to time under the provisions hereinafter contained.

"Special Conditions" means any addition to or departure from or amendment of these Standard Conditions as set out in Annexure "A": Alterations by Tenderer hereof.

"Drawings" means the drawings referred to in the Specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.

"Goods" means the equipment, plant, vehicles or materials to be supplied in accordance with the Contract.

"Preferential Procurement Policy" means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

"SARS" means the South African Revenue Services.

2. QUALITY OF MATERIALS AND WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with the specification and shall be subjected to such tests, carried out by such persons, as the Engineer may direct at the place of manufacture or fabrication or at the delivery site or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing any work and the quality, mass or quantity of any materials for testing as may be required by the Engineer. The Contractor may be present at any tests which the Engineer decides to carry out.

3. SAMPLES FOR QUALITY CONTROL

If samples are required in terms of the specification, such samples shall be supplied by the Contractor at his/her own cost.

All samples approved by the Engineer will be retained by him/her as standards for the duration of the contract.

The Council reserves the right to purchase any sample submitted at the tender price. Samples not so purchased will be recoverable by the Contractor at his/her expense.

4. REMOVAL OF IMPROPER MATERIALS

All materials delivered to the delivery site will be inspected by the Engineer and should any be delivered which, in the opinion of the Engineer, are inferior in quality or workmanship to the deposited sample or to the standard required in the Specification or be found to be damaged on delivery, such goods shall be immediately removed by the Contractor.

No payment will be made for any materials nor for any loss incurred by the Contractor as a consequence of such rejection.

5. QUANTITY

The Council does not guarantee to purchase any specific quantity and orders will be placed for materials as and when they are required. The tendered price shall apply to all purchases regardless of the quantity ordered. Should the Contractor wish to place any limit on the maximum quantity to be supplied, this must be clearly stated in the tender.

6. DELIVERY

Prices shall include for the delivery of the materials as detailed in the specifications. The Contractor shall be responsible for all damages or breakages in transit until the materials have been accepted by the Engineer at the delivery site.

Immediately after forwarding any materials, an advice note shall be sent in duplicate to the Engineer, Private Bag X205, Pietermaritzburg, giving the size and mass of each article, where applicable, and the date of despatch.

All ordered materials shall be delivered within the period stated in the tender. If a Tenderer is unable to comply with this clause, the delivery period offered must be stated.

7. PENALTY FOR LATE DELIVERY

Upon any delay in delivery beyond the tendered delivery period, the Council shall be entitled forthwith to purchase services of the same description as and in lieu of those specified to be supplied, or forthwith to cancel the contract and to purchase elsewhere such materials as may be required during the contract period and the Contractor shall bear any difference in price between any materials so purchased and the tendered price.

The amount of such difference shall be paid by the Contractor to the Council immediately on demand, or the Council may deduct such difference from moneys (if any) otherwise payable to the Contractor in respect of materials or services already delivered under this or any other contract.

8. TERMINATION OF THE CONTRACT

Should the Contractor (for whatever reason) fail to execute the works in accordance with the terms and conditions stated herein, the Council reserves the right to cancel the contract forthwith without prejudice to Council and the Council shall not be held liable for any loss or damages resulting from such cancellation.

Further to the above, the Council reserves the right to enforce Clause 7 above including any other remedies it may deem necessary.

9. TERMS OF PAYMENT

Payment will be made by the Chief Financial Officer (CFO) within thirty (30) days on receipt of a certificate of payment issued by the Engineer and will be made by means of a cheque drawn upon the Council's bankers in Pietermaritzburg. No cash payments shall be made.

Where the value of the works exceed R3 000.00 excluding VAT, the Contractor must quote the Council's VAT Registration No. 4600107835 on all Tax Invoices for payment purposes.

Where offers of discounts eg for payment within thirty (30) days of rendering accounts, are made by Contractor, these will be taken into account in the adjudication of tenders. Contractors shall be required to have a bank account in the legal name of the Contractor as indicated on the Tax Clearance Certificate. No payment whatsoever will be made should the Contractor fail to comply with this requirement and the Council shall not be held liable for any loss or damages sustained by the Contractor in this regard.

10. PRICE ADJUSTMENT/ESCALATION

$$E = \frac{V \times (I_e - 1)}{I_o}$$

- (a) In all cases where a tendered price is offered subject to adjustment, such adjustment shall be calculated in accordance with the following formula:-

Where:

E = the amount of adjustment
V = tendered price/value
I_e = index applicable at the invoice date, and
I_o = the base index

unless the Contractor expressly stipulates and sets out in detail an alternative formula in terms of which prices will escalate.

Where Contractors have linked their prices to manufacturers/suppliers price increase, full disclosure of the rates/prices must be submitted together with the tender.

- (b) Notwithstanding the provisions of paragraph (a), the Council shall not be liable for adjustment unless the Contractor specifies a price index (or indices) in respect of the materials to be supplied.
- (c) For the purpose of calculating the amount of adjustment in terms of any formula, the base index shall be the index for **October 2022** regardless of the actual due tender date.

- (d) The index for the previous month shall apply up to and including the 15th day of a month, thereafter the current month's index shall apply.
- (e) The applicable index (indexes) is: _____

In any case where a Contractor has complied with the conditions set out above, the Council shall nonetheless not be liable to pay for adjustment unless the Contractor, in submitting an account, submits, on each occasion the Contractor does so, a separate account reflecting the adjustment amount claimed together with all calculations and documents necessary to verify the claim.

Upon receipt of the claim account referred to above, the Council shall not however be obliged to settle the account until the amount claimed is verified by the Council's Auditors in terms of the preceding paragraphs.

The Contractor must please submit claims before 31 July for the previous financial year ending 30 June. No claims submitted after this date will be entertained.

11. GOVERNMENT CONTROLLED PRICES

Where the tendered price of any item placed on contract is controlled by the various Control Boards constituted under the Marketing Act or by the Price Controller, such price shall, in the event of any amendment to the price ruling at the time the tender was submitted being sanctioned by the Price Controller, be subject to a like increase or decrease as the case may be. Contractors must state clearly which items are subject to such control; unless this is done no payments will be made in the excess of the tendered prices. In the event of price control over any item on contract being withdrawn during the currency of the contract, the contract price applicable to such item thereafter shall not be higher than the price in operation immediately prior to the withdrawal of price control.

If the Contractor claims escalation, Clause 10 does not apply.

12. FORWARD COVER

The Contractor will be deemed by submission of a tender to hold or to have arranged forward foreign exchange cover on all imported goods or materials, with the cost thereof included in the price schedule. In any case which a Contractor tenders a price subject to exchange rate fluctuations, the exchange rate/s and the date/s thereof at which the goods or materials are offered are based must be clearly indicated on Annexure "A": Alterations by Tenderer. If no exchange rate/s is indicated, the tender prices shall be considered not subject to any exchange rate fluctuations.

13. INSURANCE AND RAILAGE RATES ETC

Should there be any increase in the statutory rates of freight, insurance and railage, a pro rata increase or decrease shall be made in the price of the material delivered. The contractor shall notify the Municipal Manager, or the Chief Financial Officer, or the Head: Supply Chain Management as the case may be of any variation in rates as soon as the Contractor is aware of them.

A claim for increased freight, insurance and railage will be admitted on production of the original papers showing clearly that the amount has been paid by the contractor.

14. ASSIGNMENT AND SUBLETTING

Neither the Supplier nor the Council shall assign the contract or any part thereof or any benefit or interest therein or thereunder without the written consent of the other.

The Supplier shall not sub-let the whole or any part of this contract without the written consent of the Engineer and such consent, if given, shall not relieve the Supplier from any liability or obligation under the contract.

15. SECRECY OF INFORMATION

Subject to the provisions of the Promotion of Access to Information Act, the information revealed in this tender document is to be classified as confidential. Accordingly, the Engineer reserves the right to request references and generally examine bona fides and available facilities of any company of firm wanting to participate in this contract.

16. LAW TO APPLY

The contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise between the Council and the Contractor in regard to the contract shall be settled in the Republic of South Africa.

17. PATENT RIGHTS

The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trade marks or other protected rights, and shall hold the Council indemnified and harmless against any claims for loss or damage to (including legal expenses) arising therefrom.

18. SEQUESTRATION OR SURRENDER OF CONTRACTOR'S ESTATE

In the event of an order being made for sequestration of the Contractors estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Contractor making application for the surrender of the Contractors estate, or if the Contractor shall enter into, make or execute any deed of assignment or other composition or arrangement with, or assignment for the benefit of the Contractors creditors, or purport to do so, or if the Contractor, being a company, shall pass a resolution, or if the Court shall make an order for the liquidation of such company, the Council shall have the right, summarily and without recourse to law, to terminate the contract without payment of any compensation to the Contractor, and without prejudice to the right of the Council to sue the Contractor for any damages sustained by it in consequence of one or the other of the afore-mentioned events.

19. CONTRACT TO BE IN CONFORMITY WITH BY-LAWS AND ANY OTHER APPLICABLE LAWS

The contract shall be carried out subject to and in conformity with any law, regulation or By-law which is of application thereto and shall be conditional upon any necessary consent required by law being obtained.

THE MSUNDUZI MUNICIPALITY

STANDARD CONDITIONS OF CONTRACT FOR SUPPLIES CONTRACTS

1. DEFINITIONS

The following definitions shall apply:

"Council" means the Msunduzi Municipality.

"Engineer" means the Deputy Municipal Manager: Electricity Supply Services of the day of the Msunduzi Municipality or the said Manager's duly appointed Representative.

"Head: Supply Chain Management" means the Head: Supply Chain Management of the day of the Msunduzi Municipality or the Head: Supply Chain Management's duly appointed Representative.

"Contractor" means the person, firm or company whose tender has been accepted by the Msunduzi Municipality and includes the supplier's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Council, any assignee of the Supplier.

"Contract Document" means the Conditions of Tender, these Standard Conditions, Special Conditions (if any), Specifications, Schedule of Quantities/Equipment, Drawings, Priced Schedule of Rates and Prices (if any), Tender Form and Annexures thereto and the final Letter of Acceptance.

"Contract Price" means the sum named in the tender, subject to such additions thereto or deductions therefrom as may be made from time to time under the provisions hereinafter contained.

"Special Conditions" means any addition to or departure from or amendment of these Standard Conditions as set out in Annexure A hereof.

"Drawings" means the drawings referred to in the Specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.

"Goods" means the equipment, plant, vehicles or materials to be supplied in accordance with the Contract.

"Preferential Procurement Policy" means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

"SARS" Means the South African Revenue Services.

2. QUALITY OF MATERIALS AND WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with the specification and shall be subjected to such tests, carried out by such persons, as the Engineer may direct at the place of manufacture or fabrication or at the delivery site or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing any work and the quality, mass or quality, mass or quantity of any materials for testing as may be required by the Engineer. The Contractor may be present at any tests which the Engineer decides to carry out.

3. SAMPLES FOR QUALITY CONTROL

If samples are required in terms of the specification, such samples shall be supplied by the Contractor at his own cost. All samples approved by the Engineer will be retained by him as standards for the duration of the contract. The Council reserves the right to purchase any sample submitted at the tender price. Samples not so purchased will be recoverable by the Contractor at his own expense.

4. REMOVAL OF IMPROPER MATERIALS

All materials delivered to the delivery site will be inspected by the Engineer and should any be delivered which, in the opinion of the Engineer, are inferior in quality or workmanship to the deposited sample or to the standard required in the Specification or be found to be damaged on delivery, such goods shall be immediately removed by the Contractor. No payment will be made for any materials nor for any loss incurred by the Contractor as a consequence of such rejection.

5. QUANTITY

The Council does not guarantee to purchase any specific quantity and orders will be placed for materials as and when they are required. The tendered price shall apply to all purchases regardless of the quantity ordered. Should the Contractor wish to place any limit on the maximum quantity to be supplied, this must be clearly stated in the tender.

6. DELIVERY

Prices shall include for the delivery of the materials as detailed in the specifications. The Contractor shall be responsible for all damages or breakages in transit until the materials have been accepted by the Engineer at the delivery site.

Immediately after forwarding any materials, an advice note shall be sent in duplicate to the Engineer, Private Bag X205, Pietermaritzburg, giving the size and mass of each article, where applicable, and the date of despatch. All ordered materials shall be delivered within the period stated in the tender. If a Tenderer is unable to comply with this clause, the delivery period offered must be stated.

7. PENALTY FOR LATE DELIVERY

Upon any delay in delivery beyond the tendered delivery period, the Council shall be entitled forthwith to purchase services of the same description as and in lieu of those specified to be supplied, or forthwith to cancel the contract and to purchase elsewhere such materials as may be required during the contract period and the Contractor shall bear any difference in price between any materials so purchased and the tendered price.

The amount of such difference shall be paid by the Contractor to the Council immediately on demand, or the Council may deduct such difference from moneys (if any) otherwise payable to

the Contractor in respect of materials or services already delivered under this or any other contract.

8. **TERMINATION OF THE CONTRACT**

Should the Contractor (for whatever reason) fail to execute the works in accordance with the terms and conditions stated herein, the Council reserves the right to cancel the contract forthwith without prejudice to Council and the Council shall not be held liable for any loss or damages resulting from such cancellation. Further to the above, the Council reserves the right to enforce Clause 7 above including any other remedies it may deem necessary.

9. **TERMS OF PAYMENT**

Payment will be made by the Chief Financial Officer (CFO) within thirty (30) days on receipt of a certificate of payment issued by the Engineer and will be made by means of a cheque drawn upon the Council's bankers in Pietermaritzburg. No cash payments shall be made.

Where the value of the works exceeds R3 000.00 excluding VAT, the Contractor must quote the Council's VAT Registration No. 4600107835 on all Tax Invoices for payment purposes.

Where offers of discounts e.g. for payment within thirty (30) days of rendering accounts, are made by Contractor, these will be taken into account in the adjudication of tenders. Contractors shall be required to have a bank account in the legal name of the Contractor as indicated on the Tax Clearance Certificate.

No payment whatsoever will be made should the Contractor fail to comply with this requirement and the Council shall not be held liable for any loss or damages sustained by the Contractor in this regard.

10. **PRICE ADJUSTMENT/ESCALATION**

(b) In all cases where a tendered price is offered subject to adjustment, such adjustment shall be calculated in accordance with the following formula: -

$$E = \frac{V \times (I_e - 1)}{I_o}$$

Where:

E	=	the amount of adjustment
V	=	tendered price/value
I _e	=	index applicable at the invoice date, and
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unless the Contractor expressly stipulates and sets out in detail an alternative formula in terms of which prices will escalate.

Where Contractors have linked their prices to manufacturers/suppliers price increase, full disclosure of the rates/prices must be submitted together with the tender.

(b) Notwithstanding the provisions of paragraph (a), the Council shall not be liable for adjustment unless the Contractor specifies a price index (or indices) in respect of the materials to be supplied.

(c) For the purpose of calculating the amount of adjustment in terms of any formula, the base index shall be the index for **July 2024** regardless of the actual due tender date.

- (d) The index for the previous month shall apply up to and including the 15th day of a month, thereafter the current month's index shall apply.
- (e) The applicable index (indexes) is: _____

In any case where a Contractor has complied with the conditions set out above, the Council shall nonetheless not be liable to pay for adjustment unless the Contractor, in submitting an account, submits, on each occasion the Contractor does so, a separate account reflecting the adjustment amount claimed together with all calculations and documents necessary to verify the claim.

Upon receipt of the claim account referred to above, the Council shall not however be obliged to settle the account until the amount claimed is verified by the Council's Auditors in terms of the preceding paragraphs.

The Contractor must please submit claims before 31 July for the previous financial year ending 30 June. No claims submitted after this date will be entertained.

11. GOVERNMENT CONTROLLED PRICES

Where the tendered price of any item placed on contract is controlled by the various Control Boards constituted under the Marketing Act or by the Price Controller, such price shall, in the event of any amendment to the price ruling at the time the tender was submitted being sanctioned by the Price Controller, be subject to a like increase or decrease as the case may be. Contractors must state clearly which items are subject to such control; unless this is done no payments will be made in the excess of the tendered prices. In the event of price control over any item on contract being withdrawn during the currency of the contract, the contract price applicable to such item thereafter shall not be higher than the price in operation immediately prior to the withdrawal of price control.

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The Contractor will be deemed by submission of a tender to hold or to have arranged forward foreign exchange cover on all imported goods or materials, with the cost thereof included in the price schedule. In any case which a Contractor tenders a price subject to exchange rate fluctuations, the exchange rate/s and the date/s thereof at which the goods or materials are offered are based must be clearly indicated on Annexure "A": Alterations by Tenderer. If no exchange rate/s is indicated, the tender prices shall be considered not subject to any exchange rate fluctuations.

13. INSURANCE AND RAILAGE RATES ETC

Should there be any increase in the statutory rates of freight, insurance and railage, a pro rata increase or decrease shall be made in the price of the material delivered. The contractor shall notify the Municipal Manager, or the Chief Financial Officer, or the Head: Supply Chain Management as the case may be of any variation in rates as soon as the Contractor is aware of them.

A claim for increased freight, insurance and railage will be admitted on production of the original papers showing clearly that the amount has been paid by the contractor.

14. ASSIGNMENT AND SUBLETTING

Neither the Supplier nor the Council shall assign the contract or any part thereof or any benefit or interest therein or thereunder without the written consent of the other.

The Supplier shall not sub-let the whole or any part of this contract without the written consent of the Engineer and such consent, if given, shall not relieve the Supplier from any liability or obligation under the contract.

15. SECRECY OF INFORMATION

Subject to the provisions of the Promotion of Access to Information Act, the information revealed in this tender document is to be classified as confidential. Accordingly, the Engineer reserves the right to request references and generally examine bona fides and available facilities of any company of firm wanting to participate in this contract.

16. LAW TO APPLY

The contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise between the Council and the Contractor in regard to the contract shall be settled in the Republic of South Africa.

17. PATENT RIGHTS

The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trade marks or other protected rights, and shall hold the Council indemnified and harmless against any claims for loss or damage to (including legal expenses) arising therefrom.

18. SEQUESTRATION OR SURRENDER OF CONTRACTOR'S ESTATE

In the event of an order being made for sequestration of the Contractors estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Contractor making application for the surrender of the Contractors estate, or if the Contractor shall enter into, make or execute any deed of assignment or other composition or arrangement with, or assignment for the benefit of the Contractors creditors, or purport to do so, or if the Contractor, being a company, shall pass a resolution, or if the Court shall make an order for the liquidation of such company, the Council shall have the right, summarily and without recourse to law, to terminate the contract without payment of any compensation to the Contractor, and without prejudice to the right of the Council to sue the Contractor for any damages sustained by it in consequence of one or the other of the afore-mentioned events.

19. CONTRACT TO BE IN CONFORMITY WITH BY-LAWS AND ANY OTHER APPLICABLE LAWS

The contract shall be carried out subject to and in conformity with any law, regulation or By-law which is of application thereto and shall be conditional upon any necessary consent required by law being obtained.

THE MSUNDUZI MUNICIPALITY

LEGISLATION

1.0 GENERAL

1.1 Contractors will be deemed by virtue of submitting a tender to have undertaken to be aware of and comply fully for all purposes under this contract with all current legislation and related regulations. The following Acts as amended from time to time, are listed for the attention of the Contractor, without prejudice and without in any way relieving the Contractor of the obligation to continuously comply with all the laws of South Africa for the entire duration of this contract, the cost of so doing being expressly included in the contract sum. It is the sole duty of the Contractor to ensure that it acquaints itself and comply with all applicable legislation. **The council shall not be liable in any way whatsoever for any errors or omissions in the legislation listed herein.**

1.2 THE OCCUPATIONAL, HEALTH AND SAFETY ACT (ACT 85 OF 1993) (OHS ACT)

The OHS Act covers inter alia "any work in connection with -

- a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of an addition to a building;
- b) the installation, erection or dismantling of machinery;
- c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, railway, street, runway, sewer or water reticulation system or work on any similar project;
- d) the moving of earth, clearing of land or making of an excavation or work on any similar project." (General Administrative Regulations Clause 1).

It is recorded that the subject of this contract falls within the scope of the foregoing work definition, and that the Employer in terms of this contract is the Mandator and that the Contractor is the Mandatory in terms of the OHS Act.

1.3 The arrangements and procedures to ensure compliance by the Mandatory with the provisions of the OHS Act referred to in the Agreement, in Annexure B, between the Employer and the Contractor in this contract are:

- 1.3.1 The Mandatory shall keep a record of all incidents in terms of Clause 10 (1) of the General Administration Regulations (GAR).
- 1.3.2 The Mandatory shall cause every incident to be investigated in terms of Clause 10 (2) of the GAR.
- 1.3.3 The Mandatory shall cause all such records to be examined by a Safety Committee in terms of Clause 10 (3) of the GAR.
- 1.3.4 The Mandatory shall on demand furnish the divisional inspector with such returns as may be required in terms of Clause 14 of the GAR.
- 1.3.5 The Mandatory shall charge a full-time employee designated in writing by the Mandatory with the duty of supervising the performance of the work (or the Mandatory may personally undertake this duty) in terms of Clause 11 of the General Safety Regulations.
- 1.3.6 The Mandatory shall before commencing or carrying out the work, inform the divisional inspector in writing of:-

- a) the address of the premises on which such work will be carried out,
- b) the nature of such work,
- c) the date on which it is expected that such work will be commenced, and
- d) the date on which it is expected that such work will be completed;

all in terms of Clause 15c of the GAR

1.3.7 The Mandatory shall comply with all other aspects of the OHS Act relative to the nature of the works and shall scrupulously observe and execute any instruction given by an official inspector with reference thereto.

2.0 THE COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (ACT 130 of 1993) (COID ACT)

- 2.1 Contractors are required to register as employers in terms of the COID Act.
- 2.2 Contractors must pay the assessments due in terms of the COID Act relative to their employee records including all sub-contractors and community based labour.
- 2.3 In this specific contract the Contractor further acknowledges that the Employer shall have the right, without prejudice, to deduct any shortfall in compensation due to any employee of the Contractor (or sub-contractor) from monies due or which may become due to the Contractor, and so effect settlement of the matter.

3.0 THE LABOUR RELATIONS ACT (ACT 66 of 1995) (LR ACT)

- 3.1 Contractors are required to register as employers in terms of the LR Act.
- 3.2 Contractors are required to pay all employee and employer contributions to the Unemployment Benefits Fund, other than in respect of casual employees defined as persons who work for less than eight hours in any one week, or in respect of persons who by virtue of lawful reasons are exempt therefrom.

4.0 THE BASIC CONDITIONS OF EMPLOYMENT ACT (ACT 3 of 1983) (BCE ACT)

- 4.1 Contractors in their capacity as employers are required to comply with the provisions of the BCE Act with special reference to their employees' terms and conditions of employment.

5.0 THE INCOME TAX ACT (ACT 58 of 1962)

- 5.1 Contractors in their capacity both as business enterprises and employers are obliged to register and comply with the requirements of the Receiver of Revenue.

6.0 THE VALUE ADDED TAX ACT (ACT 89 of 1991)

- 6.1 Contractors in their capacity as business enterprises are required, if their annual turnover exceeds or is expected to exceed R150 000 by the end of February each year, to register as VAT vendors with the Receiver of Revenue for the purpose of paying, recovering, charging and returning VAT to the State via the Receiver of Revenue.
- 6.2 It is recorded that the Employer in this contract is registered as a VAT vendor.

7.0 THE ENGINEERING PROFESSION ACT OF SOUTH AFRICA (ACT 114 of 1990)

- 7.1 Where work undertaken in connection with this contract falls within the meaning of "kinds of work reserved for professional engineers" as fully set out in the Engineering Profession Act of South Africa 1990, or any amendments thereof, only persons registered in terms of the above

Act, may assume full responsibility, according to competency under the Act, for the respective sections and phases of such work, as described in the Act, particularly in regard to design, supervision of construction and installation, and commission where applicable.

- 7.2 The Tenderer shall submit a certificate with the tender certifying compliance with all these requirements in connection with the preparation and submission of the tender and shall give an undertaking to comply in full during the contract period. Where applicable the Tenderer shall submit at the time of tendering the name(s), qualifications and address(es) of the Professional Engineer(s) responsible for the various disciplines and portions of the work comprising this contract.

8.0 NON-COMPLIANCE

- 8.1 The Employer in this contract will not under any circumstances be, or become party to, any act or omission by the Contractor and/or the Contractor's Sub-contractors and/or employees, which contravenes South African law.
- 8.2 Notwithstanding anything to the contrary in this tender document, and in addition to any other remedies the Council may have, if at any time during this contract, the Council discover any contravention of the laws expressly mentioned herein or any other applicable law, then the Council shall have the right to cancel this contract forthwith. In such event, the Council shall not be liable for any loss or damages caused by such cancellation.

THE MSUNDUZI MUNICIPALITY

SCM 41 OF 25-26

APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.

1.0 SCOPE OF WORK

- 1.1 The consultant will be responsible for the full development of an AISMP to inform the Msunduzi Municipality of the extent, distribution, and impacts of AIS, and to guide effective interventions.
- 1.2 The AISMP is being developed in compliance with the NEMBA (Act No. 10 of 2004) and to provide guidelines for the monitoring, control and eradication of AIS in the Msunduzi Municipality.
- 1.3 **Strategies to attain comprehensive AISMP must ensure compliance with section 76 (4) of the NEMBA (Act No. 10 of 2004) by ensuring the following is included in the plan:**
 - 1.3.1 A detailed list and description of any listed invasive species occurring in the Msunduzi Municipality.
 - 1.3.2 A description of the part of that land that is infested with such listed invasive species.
 - 1.3.3 An assessment of the extent of such infestation.
 - 1.3.4 A status report on the efficacy of previous control and eradication measures.
 - 1.3.5 The current measures to monitor, control and eradicate such invasive species.
 - 1.3.6 Measurable indicators of progress and success, and indicators of when the control plan is to be implemented.
 - 1.3.7 Identification and categorization of alien invasive plants in respect of the Listed Invasive Species in terms of NEMBA, Act 2004 specifically Alien and Invasive Species List, 2020.
 - 1.3.8 Present findings in GIS based format and document in a report.
 - 1.3.9 Ground truthing terrestrial and aquatic aliens of invasive plants across the Msunduzi jurisdiction using credible environmental online resources and identify and record alien invasive plants with a GPS device to navigate to locations where invasive plants are spotted and record their precise geographic coordinates and extent of the infestation. Import GPS data to Geographic Information System (GIS) and create maps to track their spread and inform management efforts.
 - 1.3.10 Identification, mapping and prioritization of areas: 'areas with Category 3 AIS (low risk); 'Areas with Category 2 AIS (medium risk); 'Areas with Category 1 a and b AIS (high risk).
 - 1.3.11 Consulting with various stakeholders, including traditional authority and political leadership.
 - 1.3.12 Identification and mapping of AIS on the Municipal Open Space System, Environmental Reserve Areas and Conservation Areas.
 - 1.3.13 Identifies AIS hazards, impacts and risks.
 - 1.3.14 Recommend potential mitigation measures or interventions.

1.4 DETAIL SPECIFICATION

- 1.4.1 The Municipality intends to appoint a suitably qualified and experienced service provider to undertake research and develop a comprehensive Alien Invasive Plant Species Management Plan for both terrestrial and aquatic alien invasive plant species.
- 1.4.2 The service provider shall conduct a baseline assessment to identify, map, and assess the extent, density, and impacts of terrestrial and aquatic alien invasive plant species within municipal nature reserves, public open spaces, watercourses, wetlands, and associated areas.
- 1.4.3 All identified alien invasive plant species shall be classified, listed, and prioritised in accordance with the National Environmental Management: Biodiversity Act (Act 10 of 2004) and the Alien and Invasive Species Regulations, 2014 (as amended).
- 1.4.4 The Alien Invasive Plant Species Management Plan shall be developed in accordance with the standards, norms, guidelines, and best practice requirements of the Department of Forestry, Fisheries and the Environment (DFFE), including applicable national strategies and programmes.
- 1.4.5 The service provider shall identify priority intervention areas based on ecological sensitivity, environmental risk, fire hazard, impact on water resources, and socio-economic considerations.
- 1.4.6 The service provider shall develop appropriate and legally compliant control and eradication methodologies for both terrestrial and aquatic alien invasive plant species, including mechanical, chemical, and biological control methods, where applicable.
- 1.4.7 The Management Plan shall include a phased implementation programme outlining short, medium-, and long-term interventions.
- 1.4.8 The service provider shall provide a monitoring, evaluation, and reporting framework aligned with DFFE requirements to assess effectiveness, compliance, and progress.
- 1.4.9 The Management Plan shall include estimated costs, resource requirements, and health and safety considerations for implementation.
- 1.4.10 All work and deliverables must be fully aligned with applicable environmental legislation, including but not limited to NEM:BA, NEMA (Act 107 of 1998), CARA (Act 43 of 1983), and relevant municipal and provincial environmental policies.
- 1.4.11 The service provider shall submit draft and final Management Plans, including species lists, maps, and an implementation framework, and provide skills transfer and capacity building to relevant municipal officials.

2.0 BACKGROUND

- 2.1 Alien Invasive Plants (AIPs) are non-native plant species that have been introduced into South Africa, either intentionally or unintentionally, and have become established in natural ecosystems, where they outcompete indigenous vegetation and disrupt the natural balance of the environment.
- 2.2 These plants spread aggressively, consume large amounts of water, reduce biodiversity, increase fire risks, and negatively impact agriculture, infrastructure, and the natural environment.

- 2.3 The National Environmental Management: Biodiversity Act (Act No. 10 of 2004) (NEMBA), specifically Chapter 5, Sections 76–80, provides for the control and eradication of listed invasive species.
- 2.4 Regulation 3 of the Alien and Invasive Species Regulations, 2021 (published under NEMBA) mandates all organs of state, including municipalities, to develop and implement an Invasive Species Monitoring, Control and Eradication Plan for land under their control.
- 2.5 The Municipality, as a land manager and custodian of public open spaces, reserves, and servitudes, is legally obligated to comply with these provisions to prevent the further spread of invasive species.
- 2.6 The drafting of a comprehensive Alien Invasive Species Management Plan will enable the Municipality to:
 - 2.6.1 Identify, map, and assess the extent of infestation.
 - 2.6.2 Prioritize control actions based on risk levels and available resources.
 - 2.6.3 Ensure compliance with NEMBA and related regulations.
 - 2.6.4 Guide budget planning and operational implementation.
- 2.7 Failure to implement control measures or to have a management plan in place will result in non-compliance with NEMBA, which may lead to:
 - 2.7.1 Legal action or directives from the Department of Forestry, Fisheries and the Environment (DFFE).
 - 2.7.2 Loss of environmental integrity and further degradation of municipal land.
 - 2.7.3 Increased costs of rehabilitation in the future due to unchecked spread.
 - 2.7.4 Negative impact on ecosystem services, biodiversity, and community well-being.
- 2.8 The development of this plan therefore forms a critical step toward ensuring legislative compliance, sustainable land management, and protection of natural resources within the Msunduzi Municipality’s jurisdiction.

3.0 PROJECT CHAMPION

For any **technical related enquiries regarding these specifications**, Tenderers must contact the following Project Champion:

Name & Surname: Fikile Zwane
 Designation: Senior Administration Officer: Conservation
 Email address: Fikile.Zwane@msunduzi.gov.za
 Contact details: 061 4949 938

4.0 REQUIREMENTS

4.1 Skills Gap Analysis

Yes

4.2 Skills Transfer

- 4.2.1 Skills will be transferred to the Msunduzi Municipality: Conversation team

5.0 HAVE CONSULTANTS BEEN USED PREVIOUSLY FOR THIS AND/OR SIMILAR PROJECTS?

- 5.1 Consultants have been used previously for similar projects.
- 5.2 The appointment of an Environmental Consultant is required due to the specialized technical expertise and professional accreditation needed.
- 5.3 The Municipality currently lacks specialized skills to undertake the full scope of work.
- 5.4 A consultant is required to ensure compliance with relevant environmental legislation, standards, and reporting requirements.
- 5.5 The use of a consultant will enable timely project implementation while allowing municipal staff to focus on core operational duties.

6.0 CONSULTANCY REDUCTION PLAN

6.1 Justification for the use of consultants.

6.1.1 Consultants will ensure that the plan is accurate, legal, and implementable.

6.2 Transfer of skills and Knowledge

6.2.1 Methods for identification, control, and monitoring will be shared.

6.3 Evaluation of the transfer of skills

6.3.1 Feedback will be collected to assess effectiveness.

6.4 Performance Management

6.4.1 Monitor deliverables, timelines, and quality.

7.0 CONTRACT PERIOD

The Alien Invasive Plant Management Plan is to be undertaken within the period of twelve (12) months from the date of award.

8.0 PLACE OF DELIVERY AND DELIVERY PERIOD

The goods are to be delivered to: THE CONSERVATION SECTION, 411 BOOM STREET, PIETERMARITZBURG, 3201 (ATTENTION: FIKILE ZWANE). The delivery of which is at the cost of the service provider. Goods to be delivered upon 12 months of receiving letter of award.

9.0 TENDER BRIEFING MEETINGS

A compulsory **Tender Briefing Meeting** will be held on **Tuesday, 05 May 2026**, at the **333 Church Street, AS Chetty Building, 4th Floor Boardroom**, commencing at **10h00**.

Service Providers will be required to present a hard copy of their tender document at Tender Briefing Meeting to ensure that the Site Inspection/Tender Briefing Certificate is duly signed by the authorised official at the end of the meeting.

10.0 INSURANCES REQUIRED

Professional indemnity insurance

11.0 PENALTIES

Penalties shall be levied at 0.1% of the contract value per calendar day for late completion of work and submission.

12.0 COMPLIANCE WITH ANY LEGISLATION, BYLAWS, ETC.

The service providers should ensure that the project takes cognizance of all relevant legislation and guideline documentation, including but not limited to the following:

- 12.1 The Constitution of the Republic of South Africa (1996).
- 12.2 The National Environmental Management Act (NEMA) (Act 107 of 1998).
- 12.3 National Environmental Management: Biodiversity Act No. 10 of 2004.
- 12.4 National Environmental Management: Biodiversity Act (Act No. 10 of 2004) Alien Invasive Species Regulations (2020).
- 12.5 The Conservation of Agricultural Resources Act (Act 43 of 1983).
- 12.6 The National Forests Act (Act 84 of 1998)
- 12.7 Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947).
- 12.8 The Agricultural Resources Act (Act No. 36 of 1983).
- 12.9 The KwaZulu-Natal Environmental, Biodiversity and Protected Areas Management Bill (2014).
- 12.10 The Occupational Health and Safety Act (Act 85 of 1993).
- 12.11 Disaster Management Act (Act 57 of 2002)
- 12.12 Natural Scientific Professions Act (Act No. 27 of 2003).
- 12.13 The Msunduzi Municipality Final Draft Strategic Environmental Management Plan (SEMP) 2010.
- 12.14 The Msunduzi Integrated Development Plan (IDP) for 2022 – 2027.
- 12.15 The Msunduzi Integrated Environmental Management Policy (IEMP) 2017.
- 12.16 The Msunduzi Spatial Development Framework.
- 12.17 The Msunduzi Municipality Climate Change Policy (2019).
- 12.18 The Msunduzi Climate Change and Adaptation Strategy (2016).
- 12.19 Municipal Systems Act (Act 32 of 2000).
- 12.20 Municipal Finance Management Act (Act 56 OF 2003).
- 12.21 National Water Act (Act 36 of 1998).
- 12.22 The Water Services Act (Act 108 of 1997).
- 12.23 The Spatial Data Infrastructure Act (Act 54 of 2003).
- 12.24 The Spatial and Land Use Management Act (Act 16 of 2013).
- 12.25 The Msunduzi Environmental Management Framework (EMF) as per the sensitive areas adopted by the Competent Authority on the 3rd of September 2015 (Provincial Notice 125 of 2015) in terms of sub-regulations 3(1) and 5(1) of the Environmental Management Framework Regulations 2010 (Government Notice No. R. 547).

13.0 GUARANTEE/WARRANTY/DEFECTS LIABILITY PERIOD

Not Applicable

14.0 DRAWINGS

Not Applicable

13.0 ESCALATION

Fixed Price

14.0 MAINTENANCE PERIOD

Not Applicable

15.0 MATERIALS

- 15.1 The Msunduzi Conservation Section has chosen ESRI ArcGIS as their GIS software tool. This specification has therefore been formulated to ensure that work carried out for this project is delivered in a format and to a standard that is acceptable to the GIS requirements of the conservation section.
- 15.2 By “spatial data” it is meant coordinated positions of polygons, lines and points contained in the GIS. “Attribute data” means the pertinent textual information that is associated with the spatial data that is captured.
- 15.3 **Format requirements of datasets**, the format of delivery of GIS datasets for this project shall be in ESRI ArcGIS shapefile format.
- 15.4 The spatial GIS data must be 100% topologically clean in terms of the following:**
- 15.4.1 There must be no under-shoots and overshoots in the case of polygon data
 - 15.4.2 The datasets must be free of duplicate entities.
 - 15.4.3 All lines must intersect with zero tolerance should the data be line data. All lines that should snap to points must snap with zero tolerance.
 - 15.4.4 All polygon datasets shall be free of sliver polygons. Sliver polygons are thin polygons that have been mistakenly created due to adjacent polygons either overlapping or under-lapping slightly.
 - 15.4.5 Overlaps will only be accepted where legitimately created due to overlapping types.
 - 15.4.6 Domain tables, also known as picklists or lookup tables should be used during the capture process to ensure that no spelling errors or alternatives are introduced in the datasets. Where “other” is given as an option an explanation of this must be provided in a separate text field in the database.
 - 15.4.7 The database structure of all datasets supplied by the Msunduzi Municipality for capture, update and/or verification must be maintained with no changes to the field names and field types.
- 15.5 Where digital photographs are required, these must be provided at a minimum of 3 megapixels and a maximum of 5-megapixel resolution and in JPG format. They must be clear and taken at appropriate angles (e.g. not into the sun) and at an appropriate distance from the subject. Photographs are to be named with the exact same unique number as the feature is numbered in the shapefile database.
- 15.6 Spatial data will only be accepted in projected WG31 co-ordinates on the Hartebeeshoek '94 datum. This is the standard GIS co-ordinate system utilized by all units within Msunduzi Municipality. It is a requirement that spatial data captured for infrastructure (manholes, pipes etc.) must be captured to a worst-case accuracy of 1 meter and all other datasets to a worst-case accuracy of 5 meters. It is very important for the service provider to note this because the use of smart phones, tablet PCs with built-in GPS capability, and navigational GPS units (such as Garmin and Tom-Tom units) may not meet these spatial accuracy requirements.

- 15.7 The level of detail required for spatial data capture, especially in respect of key environmental attributes, must be at a scale of 1:10 000. The final A0 maps provided must be at a scale of 1:30 000. The 'final most desirable land use scenario for Vulindlela' layer must utilize 1-hectare polygons as in the case of the existing C-Plan, for which each 1-hectare hexagonal polygons must list all key features found occurring within that polygon as an attribute within the attribute table.
- 15.8 Metadata must accompany the spatial data in accordance with the South African national metadata standard. Metadata must include details such as capture method, accuracy, abstract on the database, and full contact details of the service provider. Metadata is to be supplied digitally as an ArcGIS metadata record created using ArcCatalog (within the ArcGIS software package).
- 15.9 Data is to be supplied on a clearly marked CD or DVD and USB flash drive regardless of whether it is transmitted via e-mail or not. Other requirements of this project, such as hardcopy color maps or required copies of documents, are separate from these specifications and must not be confused with, or replaced by, the information requirements described. The ownership and copyright of all data sets captured and compiled during this project will be vest in the Msunduzi Municipality.

16.0 MANDATORY CRITERIA

Description of Mandatory Requirement	Bidder Capacity Trait to be tested by the Mandatory Requirement	Custodian/Principal of Mandatory Requirement	Documentary proof: NB: Commissioner of Oaths required by law or other verification method possible
Professional Environmental Scientist (Project leader)	Availability of suitably qualified and experienced environmental science professional	South African Council for Natural Scientific Professions (SACNASP)	Copy of SACNASP registration certificate
Professional Biodiversity Specialist	Availability of suitably qualified and experienced biodiversity specialist professional	South African Council for Natural Scientific Professions (SACNASP)	Copy of SACNASP registration certificate
Herbicide specialist/ Weed control specialist	Availability of a certified technician experienced in biological and chemical control of alien invasive plants	Registered Pest Control Operator (PCO) certificate	Copy of PCO registration certificate
Professional GIS Practitioner	Availability of suitably qualified GIS professional	Registered South African Geomatics Council (SAGC)	Copy of SAGC registration certificate

NB: THE TEAM MUST BE COMPRISED OF ALL THE ABOVE-MENTIONED PROFESSIONALS WITHIN THE COMPANY. FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION AND MEET THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.

17.0 EVALUATION CRITERIA

17.1 The bid shall be evaluated on a Two Stage evaluation system – Stage one being Functionality and Stage Two 80/20 Preference Point System.

17.2 The functionality stage one shall be evaluated on the following criteria:

Item No.	TARGET	SCORING CRITERIA	POINTS CLAIMABLE	VERIFICATION METHOD
1.	<p>Experience in Similar Projects</p>	<p>5 or more completed projects involving Alien Invasive Plant Management Plans or similar environmental management projects</p>	<p>40 points</p>	<p>Signed reference letters on client letterheads (indicating project description, duration, and contactable references) and appointment letters/contracts</p>
<p>3–4 completed relevant projects</p>		<p>25 points</p>	<p>Signed reference letters on client letterheads (indicating project description, duration, and contactable references) and appointment letters/contracts</p>	
<p>1–2 completed relevant projects</p>		<p>15 points</p>	<p>Signed reference letters on client letterheads (indicating project description, duration, and contactable references) and appointment letters/contracts</p>	
<p>No relevant experience submitted</p>		<p>0 points</p>	<p>No supporting documents submitted</p>	

2.	Project Team Expertise and Specialist Input	Environmental Scientist	5 points	Curriculum Vitae (CVs) with contactable references must be submitted for all proposed personnel. Each individual must have a minimum of five (5) years' relevant experience.
		Biodiversity Specialist	5 points	
		GIS Practitioner	5 points	
		Herbicide Specialist	5 points	
	Total Points Claimable		60 Points	
	Threshold to qualify for stage Two		45 Points or 75%	

17.3 SPECIFIC GOALS

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) as amended and approved in 2022, responsive bids will be adjudicated by the Municipality on the 80/20 Specific goals system in terms of which points are awarded to bidders on the basis of: The bid price (maximum 80 points), Specific goals (maximum 20 points)

Item No.	CRITERIA	BASIS OF POINTS ALLOCATION	CLAIMABLE POINTS	VERIFICATION DOCUMENT (Signed references with contact details)
1.	Black Owned Enterprise (BOE)"	Black Owned Enterprise (BOE)" in this context refers to a "black-owned enterprise" with at least 51% South African black ownership and/or more than 51% management control by South African black people	10 Points	Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD)
2.	Business Enterprises owned by Women	A woman-owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one or more women; or, in the case of any publicly owned business, at least fifty-one	5 Points	Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD)

		percent (51%) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women.		
3.	Location of a Business Enterprise	means Business location is defined as a place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi municipality jurisdiction	5 Points	Utility Bill or Lease agreement document or Tribal authority letter.

The contract shall thereafter be adjudicated on the 80/20 Specific goals, where: -

Price = 80 Points
Specific goals = 20 Points

TOTAL 100 Points

NB: THE MUNICIPALITY RESERVES THE RIGHT TO VERIFY THE VALIDITY OF THE INFORMATION SUBMITTED.

18.0 ANY OTHER IMPORTANT INFORMATION

- 18.1 The project leader must be a Professional Environmental Scientist with the South African Council for Natural Scientific Professions (SACNASP) and have demonstrated experience in drafting an alien invasive species management plan.
- 18.2 The appointed service provider must demonstrate a sound understanding of national environmental legislation, including but not limited to the National Environmental Management: Biodiversity Act (NEMBA) and the Alien and Invasive Species Regulations.
- 18.3 The service provider will be required to work closely with Msunduzi Municipality officials, relevant stakeholders, and other affected parties during the development of the Alien Invasive Plant Species Management Plan.
- 18.4 The appointed service provider must provide a clear and comprehensive Project Implementation Plan outlining the proposed approach to executing the project. This should include realistic timelines, defined milestones, and detailed deliverables to ensure successful completion. The plan will be evaluated based on the clarity, feasibility, and alignment of the proposed schedule, deliverables, and overall project timeline.
- 18.5 The service provider will be required to conduct site assessments where necessary to assess the extent and distribution of alien invasive plant species within areas under the jurisdiction of the Msunduzi Local Municipality.

- 18.6 All data, reports, maps, and related information generated during the project will remain the property of the Msunduzi Municipality.
- 18.7 The final Alien Invasive Plant Species Management Plan must include clear management recommendations, monitoring measures, and implementation guidelines to support the Municipality in complying with relevant environmental legislation.
- 18.8 The municipality reserves the right to verify the validity of the information submitted.

THE MSUNDUZI MUNICIPALITY

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APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.

PRICING SCHEDULE

The bidder must follow the pricing standard below:

Item	Task	Cost Excl. VAT
1.	Ground truthing terrestrial and aquatic alien invasive species across the Msunduzi Municipality jurisdiction using credible environmental online resources. Identify and record alien invasive plants with a GPS device to navigate to locations where invasive plants are spotted and record their precise geographic coordinates and extent of the infestation. Import GPS data to Geographic Information System (GIS) and create maps to track their spread and inform management efforts.	
2.	Identification and categorization of alien invasive species in respect of the Listed Invasive Species in terms of NEMBA, Act 2004 specifically Alien and Invasive Species List, 2020. Present findings in GIS based format and document in a report.	
3.	Identification and mapping of AIS on the Municipal Open Space System, Environmental Reserve Areas, Conservation Areas and Watercourses (rivers & streams).	
4.	Identification and mapping of areas requiring urgent rehabilitation and restoration.	
5.	Two (2) A0 laminated maps indicating areas based on Alien Invasive Species (AIS) infestation levels: 1 – low infestation (low risk), 2 – medium infestation (medium risk), and 3 – high infestation (high risk)	
6.	Two A0 laminated maps of the consolidated environmental attributes map (attributes listed in Table 2).	
7.	New spatial layers and datasets	
8.	X2 Public Participation Adverts in two local newspapers	
9.	Consultation meetings and project team	
10.	Inception Report (Digital and hard copy)	
11.	Draft an alien invasive plant species management plan for Msunduzi Municipality (Digital and hard copy)	
12.	Draft Alien Invasive Species Management Plan for Msunduzi Municipality. (Digital and hard copy)	

13.	Two (2) presentations	
14.	One (1) virtual workshop	
15.	Two (2) physical workshops	
	<u>SUB TOTAL EXL VAT.</u>	
	<u>VAT.</u>	
	<u>TOTAL INCLUDING VAT.</u>	

Name of Service Provider.....

Name of Signatory:.....

Capacity of Signatory:.....

Signature Date

E-mail Address.....

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DATA SHEET 1: INVITATION TO BID DOCUMENT

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MSUNDUZI MUNICIPALITY					
BID NUMBER:	SCM 41 of 25-26	CLOSING DATE:	11/05/2026	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.				
THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX AT:

Msunduzi Municipality's Central Stores					
2 Abattoir Road (off Kershaw Street),					
PIETERMARITZBURG 3201					
3201					
SUPPLIER INFORMATION					
NAME OF TENDERER					
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:				
CSD REGISTRATION 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]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF TENDERER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM UNIT	CONTACT PERSONS	Fikile Zwane
CONTACT PERSON	Phiwe Mthlane	TELEPHONE NUMBER	061 4949 938
TELEPHONE NUMBER	033 – 392 2486	CELLULAR NUMBER	n/a
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	SEE BELOW
E-MAIL ADDRESS	phiwe.mthlane@msunduzi.gov.za	Fikile.zwane@msunduzi.gov.za	

PART B

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 TENDERERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 TENDERERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 TENDERERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE TENDERER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

**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 TENDERER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

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DATA SHEET 2: AUTHORITY TO SIGN DOCUMENT

I/We*, the undersigned, am/are* duly authorised to sign the tender document on behalf of

.....

by virtue of the Articles of Association/Resolution of the Board of Directors*, of which a certified copy is attached, or

Full Name of Signatory:

Capacity of Signatory:

Signature:

Date:

Witnesses:-

(1) Full Name:

Signature:Date.....

(2) Full Name:

Signature:Date.....

* ***Delete whichever is inapplicable or complete as indicated if none are applicable.***

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DATA SHEET 3 – DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal Fees of *(Full Name of Tenderer)*

Is/are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said Fees:-

<u>DESCRIPTION</u>	<u>ACCOUNT No.</u>
Electricity	_____
Water	_____
Rates	_____

(Attach a copy of the current Utility Bill)

I/We acknowledge that should it be found that the Municipal Fees are not up to date, the Council may take such remedial action as it required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

NB: If the Contractor is leasing the premises, a copy of the Lease Agreement must be submitted for adjudication purposes.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of :-

Physical Address.....

.....

Signature.....Date.....

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DATA SHEET 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, 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

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.....

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DATA SHEET 5: 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	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"/>
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 (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.....

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DATA SHEET 6: 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

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DATA SHEET 7: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

** Delete if not applicable*

1.0 Are you by law required to prepare annual financial statements for auditing?

***YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....
.....

2.0 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....
.....

3.0 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

***YES / NO**

3.1 If yes, furnish particulars.

.....
.....

4.0 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality/municipal entity is expected to be transferred out of the Republic?

***YES / NO**

4.1 4.1 If yes, furnish particulars

.....
.....

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

.....
Position

.....
Name of Bidder

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DATA SHEET 7: TENDER BRIEFING MEETING CERTIFICATE

A compulsory site inspection will be held on **Tuesday, 23 September 2025 @ 10:00**

The meeting point for the site inspection will take place at the offices of the **Auditorium No. 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201**

Compulsory Site Inspection Certificate

It is hereby certified that I have attended the Compulsory Site Inspection and have satisfied myself of the conditions and circumstances which may influence the Works and the cost thereof.

(Print clearly)

NAME OF REPRESENTATIVE:

ON BEHALF OF TENDERER:

ADDRESS:

.....

TELEPHONE NUMBER:

SIGNATURE (FOR TENDERER):

SIGNATURE (FOR EMPLOYER'S AGENT) :

MSUNDUZI STAMP

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TENDER FORM

The Municipal Manager
City Hall
PIETERMARITZBURG
3201

Dear Madam,

Having examined the Specifications, Conditions of Contract, Tender and Legislation of the above contract, I/we offer to supply and deliver the whole of the said Works in conformity with the Specifications, Conditions of Contract, Tender and Legislation, save as amended by the modifications set out in Annexure 'A' attached hereto, for the rates as set out in the price schedule for the period commencing from date of award.

R _____ InWords _____

In the event of there being any errors of extension or addition in the Pricing Schedule, I/we agree to their being corrected, the Unit Prices being taken as correct.

I/We undertake to complete and deliver the whole of the Works comprised in the Contract within the timeframes stated.

I/We confirm that I am/we are fully acquainted with the current South African laws and regulations applicable to this contract including inter alia those laws to which my/our attention has been drawn in the Legislation Section of this document.

I/We are affiliated to _____

My/Our VAT vendor registration number is _____

I/We bank at the _____

Branch of _____

Where I/we have a _____ account.

My/Our Tender Deposit receipt number as issued by the Council is _____
(Include a copy of the Tender Deposit Receipt if purchased at the Msunduzi Municipality)

It is agreed and understood that should there be any changes on the banking details provided for the entity, a duly signed resolution by all its directors and minutes whereby a resolution for changing the banking details was passed will be submitted to Council including the original letter from the bank confirming the details.

It is agreed and understood that this tender is valid for four (4) months commencing from the closing date of the tender and that it, together with your final letter of acceptance, shall constitute a binding Contract between us.

I/We understand that the Council is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender received.

I/We understand that the Council is not bound to accept the lowest or any tender and acknowledge that the Head: Supply Chain Management may, if in her absolute discretion good and sufficient grounds are brought to her attention in writing within five (5) working days from the date hereof, decline to consider my/our offer.

I/We, the undersigned, warrants that I am/We are duly authorised to do so on behalf of the enterprise, certifies that the enterprise complies with all statutory and municipal requirements and that the information supplied in terms of this documents with additional information is correct and accurate and acknowledges that if the information supplied is found to be incorrect then the Msunduzi Municipality in addition to any remedies, it may have: may:-

- i Recover from the Enterprise all costs, losses or damages incurred or sustained by the Municipality as result of the award of the contract, and /or
- ii Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellations, and/or
- iii Impose a penalty on the Enterprise as provided in the Tender Document, and/or
- iv Take any other action as may be deemed necessary.

I/we further undertake to submit documentary proof regarding any tendering issue to the Council when so required.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of.....

Physical Address.....

.....

SIGNATURE.....DATE.....

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ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modifications to the Standard Conditions of Contract or Specification, or to qualify his/her tender in any way, he/she shall set out his/her proposals clearly hereunder or, alternatively, state them in a covering letter attached to his/her tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

If no departures or modifications are desired, the Schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	SECTION OR ITEM	PROPOSED DEPARTURE/MODIFICATION

Signature Date

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OCCUPATIONAL HEALTH AND SAFETY ACT (ACT No. 85 OF 1993)

SECTION 37(1)

Whenever an employee does or omits to do any act which would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then, it is proved that –

- (a) in doing or omitting to do the act the employee was acting without connivance or permission of the employer or any such user;*
- (b) it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and*
- (c) all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question,*

the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.

SECTION 37(2)

The provisions of subsection (1) shall “mutatis mutandi” apply in the case of a mandatory of any employer or user, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act.

ACCEPTANCE BY MANDATORY

In terms of the provisions of Section 37(2) of the Occupational Health and Safety Act 85 of 1993,
I, _____

(Name of PRINCIPAL CONTRACTOR / Representative) acting for and on behalf of

(Name of PRINCIPAL CONTRACTOR / Company) undertake to ensure that the requirements and provisions of the Health and Safety Specifications issued by the client at the following site:

(Name of Site) are complied with in the following manner:

- To produce, review, monitor and enforce a Health and Safety Plan which has been approved by the Client, an Agent for the Client or a Principal Contractor;
- To include a risk assessment in the Health and Safety Plan which identifies all hazards pertaining to the project;
- To ensure that all relevant documentation required by the Occupational Health and Safety Act and Regulations, including the Construction Regulations, the Compensation for Occupational Injuries and Diseases Act as well as any other statutory laws as amended from time to time is available on site in the health and safety file;
- Enforce precautionary measures stipulated in the risk assessments.

The person signing this agreement confirms that he/she has the authority to so sign and to bind his/her employer, the said Contractor.

Signature: _____ Date: _____

(on behalf of PRINCIPAL CONTRACTOR)

Signature: _____ Date: _____

(CLIENT- Msunduzi Municipality)

Print Name: _____

(Name of CLIENT Representative)

THE MSUNDUZI MUNICIPALITY**SCM 41 OF 25-26****APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN
INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS 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 all bids:

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

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 Preference Point System shall be applicable.

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and Specific Goals must not exceed	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals, if the bidder did not submit proof or documentation required to claim for specific goals 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 Service Provider, 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 organ of state.

2. DEFINITIONS

- (a) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (b) **“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;
- (c) **“Functionality”** means the ability of a Service Provider to provide goods or services in accordance with specifications as set out in the tender documents.
- (d) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (e) **“lowest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;
- (f) **“price”** means amount of money tendered for good or services, and includes all applicable taxes less all unconditional discounts;
- (g) **“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;
- (h) **“Rand Value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation;
- (i) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (j) **“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;
- (k) **“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;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

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

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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where: -

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\max} = 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.

4.2 For the purpose of this tender points will be allocated in accordance with the specific goals as outlined in the Tender Document specification contained herein and must be supported by proof /documentation as stated therein.

4.3 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.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable

YES		NO	
-----	--	----	--

box)

5.1.1 If yes, indicate:

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

ii) The name of the sub-contractor.....

iii) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input checked="" type="checkbox"/>	QSE <input checked="" type="checkbox"/>
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		
Co-operative owned by black people		
Black people who are military veterans		
OR		
Msunduzi EME		
Msunduzi Manufacturing Enterprise		
Location of a Business Enterprise		

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 VAT registration number.....

6.3 Company registration number.....

6.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

6.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g. transporter, etc.

6.7 MUNICIPAL INFORMATION

Municipality where business is situated.....

Registered Account Number:

Stand Number:

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

6.9 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 specific goals as advised in the tender, 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 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser 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 purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES: 1..... 2.....

SIGNATURE(S) OF BIDDER(S)..... DATE:

ADDRESS:
.....

THE MSUNDUZI MUNICIPALITY

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INVASIVE PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.

TAX CLEARANCE CERTIFICATE

Tenderers are required to attach hereto a Valid Tax Clearance Certificate, and a Tax Compliance Status Verification Pin issued by SARS as required in terms of Regulation 16 of the Preferential Procurement Regulations, 2001 for adjudication purposes.

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CIPC REGISTRATION CERTIFICATE

Tenderers are required to attach hereto proof of registration with the Companies and Intellectual Property Commission (CIPC) for adjudication purposes.

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CENTRAL SUPPLIER DATABASE (CSD)
REGISTRATION REPORT

Tenderers are required to attach hereto proof of registration with the Central Supplier Database (CSD).

A full Report is required for adjudication purposes.

THE MSUNDUZI MUNICIPALITY

SCM 41 OF 25-26

**APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT TO DRAFT AN ALIEN INVASIVE
PLANT SPECIES MANAGEMENT PLAN FOR THE MSUNDUZI MUNICIPALITY.**

COMPACT DISC (CD) OR USB-FLASH DRIVE

Tenderers are required to attach hereto a scanned copy of the completed tender document on either a Compact Disc (CD) or USB-Flash Drive for adjudication purposes.

The Compact Disc (CD) or USB-Flash Drive must be submitted in a sealed envelope and attached hereto.

SIGNED ON BEHALF OF THE SERVICE PROVIDER:

Name of Service Provider

Name of Signatory:

Capacity of Signatory:

Signature Date

All literature and attachments submitted must be securely attached to the tender. The Council shall not be held liable for any loss or damages sustained due to the Tenderer's failure to comply with this condition.

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Skills Transfer Plan Template Form

**THE MSUNDUZI MUNICIPALITY
SKILLS TRANSFER PLAN TEMPLATE FORM
CONTRACTORS DETAILS:**

SCM Contract No. _____

Service Provider: _____

Business Address: _____

Contact Number: _____

Description of the Contract: _____

Date of Award: _____

Contract Period: _____

MUNICIPALITY DETAILS:

Project Manager's Name: _____

Position: _____

Contact Details (Tel): _____

Email _____

TRAINING DETAILS	
Target group (e.g.) clerks	
Skills Transfer programme duration	
No. of sessions	
Start and end date	
Skills Transfer areas to be covered	
Methodology	
Competency Assessments	Yes <input type="checkbox"/> No <input type="checkbox"/>

Completed by: _____

Signature: _____

Date: _____

Endorsed by: _____

Signature: _____

Date: _____

Advisor: Skills Development Unit

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Skills Gap Analysis

MSUNDUZI MUNICIPALITY

Skills Gap Analysis: Procurement of Consultancy Services

AUTHOTIZATION FORM 1

Introduction:

According to National Treasury MFMA Circular No. 82: Cost Containment Measures:

*“Accounting Officers must only contract with consultants after a **gap analysis report** has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.”*

This basic Gap Analysis Report is to be used when procuring Consultancy Services through the Supply Chain Management Process. The report should be submitted together with the “Formal Request for Purchases” form to the Supply Chain Management Unit, prior to commencement of the supply chain process.

Gap Analysis:

SECTION A: USER INFORMATION	
Business Unit	
Department/ Section	
Project Name	
Project Manager’s Name	
Costs	

SECTION B: GAP ANALYSIS: DETAILS ON CONSULTING SERVICES REQUIRED	
Scope: Details on type of Consulting services required.	

<p>Intended Output</p> <p>Motivation & Identification of Gaps:</p> <p><i>(Reasons confirming that the municipality does not have the CAPACITY with the requisite skills or Resources to perform the services required)</i></p>	
<p>What impact will this have on the Municipality if the services are not procured?</p>	

<p>SECTION C: SUPPORTED BY RELEVANT HEAD OF DEPARTMENT / MANAGER</p>	
<p><i>Based on the above reasons, I hereby confirm that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.</i></p>	
<p>Senior Manager' Name</p>	
<p>Comment:</p>	
<p>Signature:</p>	<p>Date:</p>

CONSULTANCY REDUCTION PLAN

The End User shall consider the appointment of consultants only when the necessary skills and/or resources to perform a project/duty/study are not available and the department cannot be reasonably expected either to train or recruit people in the time available. Or in the case of specialized skills where it does not make business sense for such to be included in the organizational structure because they are needed for the year end processes or certain times during the year.

TRAINING OR TRANSFER OF SKILLS AND KNOWLEDGE

If the assignment includes an important component for training or transfer of knowledge and skills, the terms of reference should indicate the objectives, nature, scope, and goals of the training program, including details of trainers and trainees, skills to be transferred, time frames and

monitoring and evaluation arrangements. The cost for training program should be included in the consultant's contract and the budget for the assignment.

OBJECTIVES OF THE SKILLS TRANSFER	
NATURE	
SCOPE	
GOALS OF TRAINING/SKILLS TRANSFER	
DETAILS OF SKILLS RECIPIENTS	
LIST OF SKILLS TO BE TRANSFERRED	
TIME FRAMES	
MONITORING AND EVALUATION OF SKILLS TRANSFERRED (PoE) expected	
SECTION D: RECOMMENDATION BY RELEVANT HEAD OF DEPARTMENT / MANAGER	
<i>Based on the above reasons, I hereby confirm that the municipality in respect to the services requested the issue of training and skills transfer has been considered.</i>	
General Manager' Name	
Signature:	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
Date:	
Comments :	
City Manager's Name	
Signature:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Date:	
Comments:	

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Skills Transfer Training Evaluation Form

THE MSUNDUZI MUNICIPALITY
SKILLS TRANSFER TRAINING EVALUATION FORM

CONTRACTORS DETAILS:

SCM Contract No. _____

Service Provider: _____

Business Address: _____

Contact Number: _____

Description of the Contract: _____

Project Focus area: _____

Date of Award: _____

Contract Period: _____

Contract Amount: _____

MUNICIPALITY DETAILS:

Project Manager's Name: _____

Position: _____

Contact Details (Tel): _____

Email: _____

MONITORING TEAM DETAILS

Skills Development Champion's Name:

Position:

Contact Details (Tel):

Email:

TRAINING DESCRIPTION	
Target group (e.g.) clerks	
No. of sessions completed	
Start and end date	
Methodology	

EVALUATION AREAS AND SIGNIFICANT ITEMS RELATED TO PERFORMANCE

SKILLS TRANSFER AREA	PERFORMANCE	ACHIEVED NOT ACHIEVED	COMMENTS/ RECOMMENDATIONS

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Consultants Reduction Plan

Contents Page

1. Aim
2. Dependency
3. Justification
4. Skills Transfer
5. Reduction Options

1. AIM

The aim of this Plan is to reduce the dependence on consultants.

2. DEPENDENCY

The Msunduzi Municipality is dependent on external consultants due to a lack of resources. The following resources impacts on the capability of the municipality to be self-sufficient and to limit the use of external consultants:

(a) Human resources:

- (i) The current staff establishment does not provide for the appointment of specialists in the various fields of local government competencies. Furthermore, the vacancy rate for unfunded posts, is extremely high due to the number of essential posts in various departments that need to be filled.
- (ii) The municipality is dependent on the external public works programme to fill gaps on lower levels of the staff establishment. The high overtime expenditure is also a further indicator of a lack of staff capacity. Various small contractors are being appointed through supply chain management processes to fill gaps in the administration and to execute essential tasks.

(b) Structural responsibilities

The managers appointed in terms of the organisational structure is responsible to manage the various existing works on a daily basis. They are overloaded with administrative work and compliance matters. They don't have the time and is not fully equipped in terms of their experience and professional training to act as a consultant for the municipality.

(c) Limited budget

The municipality's budget is already under tremendous constraint and cannot accommodate the funding of additional posts. The high cost of employment is detrimental to the maintenance and operating budget and places a huge burden on service delivery.

(d) Upper limits and task job limits

- (i) The upper limits of municipal remuneration is not market related compared to the remuneration of professional people in the private sector. The municipality experience a serious challenge to attract and retain staff in professional fields of management and it will be much more difficult to appoint professional people for the achievement of specific objectives such as drafting tender specifications for bulk services projects; managing such projects and be accountable and taking the risk associated therewith.
- (ii) In many instances, more than one specialist is needed to draft tender specifications for a single project, such as civil-, structural- and electrical engineering, planners, environment specialist and planning designers/ architects to plan, design and construct a sewer plant or water purification works. There will have to be a huge hike in upper limits in order to appoint professionals in the various fields.

(e) Systems and programmes

There are a number of systems and programmes that the municipality need to maintain in order to render a cost effective, efficient and reliable service and to be compliant with legislation.

The current systems entails:

- a. SAP Accounting Systems
- b. GIS;
- c. Service delivery and budget implementation;
- d. Performance Management;
- e. Risk Management;
- f. Compliance management;
- g. Document management and work flow;
- h. ICT and software licenses;
- i. Complaints Management.

3. JUSTIFICATION

- (a) The use of consultants is currently non-negotiable for the municipality as it is of utmost importance to ensure service delivery and execute construction work of essential services. The municipality, however recognize that any decision to employ consultants or any other external professional service must be fully justified, the procurement properly conducted, the assignment managed effectively and the costs recorded.
- (b) Consultants are only used as and when the strategy, structure, management or operations of the specific department is under pressure to fulfil its mandate and render basic services. The municipality endeavor's to use consultants outside the 'business-as-usual' environment when in-house skills are not available and it will be time limited.
- (c) Such consultancy services are expected to either provide additional skills or expertise which are not available within the municipality and are engaged to carry out activities such as investigating problems, providing analysis or advice, or assisting with the development of new systems, new structures or new capabilities within the organisation and to prepare specifications and manage construction of essential services and works.
- (d) In some areas of normal daily administration consultancy engagement is seen to be appropriate when:
 - 1. internal capacity is unavailable to undertake a new area of work;

2. Internal capacity is lacking due to a resignation and for the recruitment and training period as such, for instance where a specific system or programme is utilized;
3. independence/objectivity is required and cannot be provided within the municipality;
4. specialist knowledge or expertise is unavailable internally;
5. legislative requirement where a directive is required to be complied with arising from legislation or due to compliance.

4. *SKILLS TRANSFER*

Skills transfer can only be applicable as and when there is internal capacity to be trained and utilised in future. The municipality endeavour to always give explicit consideration to the potential for transferring skills, but it will be limited to areas where capacity exist.

Where skills transfer is not considered practical or appropriate, it will be recorded as such.

5. *REDUCTION OPTIONS*

- (a) When the municipality do not have any form of oversight competency that can manage, guide or control the utilization of external consultancy for the execution of their mandate in a specific field of expertise the municipality will endeavor to get assistance from Provincial and National Government departments to take sole responsibility for the execution of such specialty engineering fields and/or construction projects where it will not impact on existing infrastructure, operational and maintenance functionality;
- (b) Implement a shared services model within the district for professional services where applicable;
- (c) Constantly inform other spheres of government on the cost of compliance and the unnecessary detail needed to comply with legislative requirements;
- (d) Appoint competent staff;
- (e) Build internal capacity and ensure procurement of technology for the design perspective for non-complex projects.

Annually evaluate the staff structure to establish opportunities to extend and fill vacant posts and provide for new posts