

Munisipale Kantoor  
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 VREDENBURG, 7380  
 Tel. No.(022) 701-7113  
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Municipal Offices  
 Private Bag X12  
 VREDENBURG, 7380  
 Tel. No.(022) 701-7113  
 Fax No.(022) 715-1304

# TENDER DOCUMENT

|                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>TENDER NO. SBM 11/25/26</b>                                                                                                                                                                                   |  |
| <b>APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028</b> |  |
| <b>NAME OF TENDERER</b>                                                                                                                                                                                          |  |
| <b>BUSINESS ADDRESS</b>                                                                                                                                                                                          |  |
| <b>TELEPHONE NUMBER</b>                                                                                                                                                                                          |  |
| <b>CSD NUMBER</b>                                                                                                                                                                                                |  |

## CLARIFICATION MEETING DETAILS:

|                     |                                                     |                     |                                          |
|---------------------|-----------------------------------------------------|---------------------|------------------------------------------|
| <b>ADDRESS</b>      | MUNICIPAL COUNCIL CHAMBER, 12 MAIN ROAD, VREDENBURG |                     |                                          |
| <b>MEETING DATE</b> | 25 NOVEMBER 2025                                    | <b>MEETING TIME</b> | 12H30 (No grace period will be allowed). |

## SUBMISSION DETAILS:

|                     |                                                                       |                     |       |                   |                                                           |
|---------------------|-----------------------------------------------------------------------|---------------------|-------|-------------------|-----------------------------------------------------------|
| <b>ADDRESS</b>      | TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG |                     |       |                   |                                                           |
| <b>CLOSING DATE</b> | 12 DECEMBER 2025                                                      | <b>CLOSING TIME</b> | 12H00 | <b>TENDER BOX</b> | GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG |

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## GENERAL INFORMATION

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|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TENDER ADVERTISEMENT DATE | 13 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| CLOSING DATE              | 12 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| CLOSING TIME              | 12h00                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| CLOSING VENUE             | <b>Tender Box:</b> Ground Floor,<br>Investment Centre, 15 Main Road,<br>Vredenburg                                                                                                                                                                                                                                                                                                                                                                                         |
| CLARIFICATION MEETING     | A compulsory information session will take place at the Municipal Council Chamber, situated at 12 Main Road, Vredenburg on <b>25 November 2025 promptly at 12H30. No grace period will be allowed.</b>                                                                                                                                                                                                                                                                     |
| TENDER SUBMISSION         | The tender document, fully completed in all respects, together with a valid Tax Clearance certificate plus any returnable and additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the <b>tender number and title</b> and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time. |

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# The Tender (Part T)

## **PART T1 Tender Procedures**

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data

## **PART T2 Returnable Documents (All documents / schedules are returnable)**

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other Documents required for Tender Evaluation Purposes
- T2.3 Returnable Schedules that will be incorporated in the Contract

# Tender Notice and Invitation to Tender (T1.1)

| <u>SALDANHABAAI MUNISIPALITEIT</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>SALDANHA BAY MUNICIPALITY</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>TENDER NOMMER:</b> SBM 11/25/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>TENDER NUMBER:</b> SBM 11/25/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>TENDER BESKRYWING:</b> AANSTELLING VAN 'N DIENSVERSKAFFER VIR DIE BEREKENING VAN KAPITAAL BYDRAE EENHEIDSKOSTE VIR INGENIEURSDIENSTE EN ANDER VERWANTE DIENSTE VIR SALDANHABAAI MUNISIPALITEIT VIR 'N PERIODE WAT EINDIG OP 30 JUNIE 2028.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>TENDER DESCRIPTION:</b> APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCS) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Tender dokumente is beskikbaar om afgelaai te word op die e-Tender publikasie webtuiste <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> of kan alternatiewelik verkry word by Mev. Rosaire Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf <b>Maandag, 17 November 2025</b>.</p> <p>Indien tender dokumente verkry word, moet 'n nie-terugbetaalbare tender deposito van R295.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente.</p> <p><b>Navrae:</b> Mev. R. Toesie en Mnr. C. Carelse<br/><b>E-pos:</b> <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a> en <a href="mailto:cliff.carelse@sbm.gov.za">cliff.carelse@sbm.gov.za</a></p> <p>Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word <b>voor 12H00 op Vrydag, 12 Desember 2025</b> en moet in 'n geseëde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.</p> <p>Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie. Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R8/5-25, van 29 Mei 2025 sal in die beoordeling van hierdie tender gebruik word.</p> <p>Funksionaliteit sal gebruik word as maatstaf om in aanmerking te kom vir die tender. Dit hou verband met die tenderaar se vermoë om 'n gehalte diens aan die munisipaliteit te verskaf. Tenderaars wat nie voldoen aan die funksionaliteit kriteria (minimum punte), sal dus nie oorweeg word vir verdere evaluering nie.</p> <p>'n Verpligte inligtingsessie sal plaasvind in die Munisipale Raadsaal, geleë te Hoofstraat 12, Vredenburg op <b>Dinsdag, 25 November 2025 stiptelik om 12H30. Geen grasië periode sal toegelaat word nie.</b></p> <p>'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).</p> <p>Mnr. H. Mettler<br/>MUNISIPALE BESTUURDER<br/>Munisipaliteit Saldanhabaai<br/>Privaatsak X 12<br/>Vredenburg<br/>7380</p> | <p>Tender documents can be downloaded from the e-Tender publication portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> or alternatively can be collected from Mrs. Rosaire Farmer, 15 Main Road, Investment Centre, Vredenburg from <b>Monday, 17 November 2025</b>.</p> <p>If tender documents are collected, a non-refundable tender deposit of R295.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents.</p> <p><b>Enquiries:</b> Mrs. R. Toesie and Mr. C. Carelse<br/><b>Email:</b> <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a> and <a href="mailto:cliff.carelse@sbm.gov.za">cliff.carelse@sbm.gov.za</a></p> <p>Tenders must be placed in the tender box at the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, <b>before 12H00 on Friday, 12 December 2025</b>, in a sealed envelope upon the outside whereon is clearly marked the above-mentioned tender number and description.</p> <p>The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted. The 80/20 preference point system as contained in the Preferential Procurement Policy, R8/5-25, of 29 May 2025 will be used in the adjudication of this tender.</p> <p>Functionality will be evaluated as an eligibility criterion. The eligibility criteria relate to the bidder's ability to provide a quality service to the municipality. Bidders that do not meet the functionality criteria (minimum score) will therefore not be considered for further evaluation.</p> <p>A compulsory information session will take place at the Municipal Council Chamber, situated in 12 Main Road, Vredenburg on <b>Tuesday, 25 November 2025 promptly at 12H30. No grace period will be allowed.</b></p> <p>A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document and the tenderer must be tax-compliant on the Central Supplier Database (CSD).</p> <p>Mr. H. Mettler<br/>MUNICIPAL MANAGER<br/>Saldanha Bay Municipality<br/>Private Bag X 12<br/>VREDENBURG<br/>7380</p> |

## Tender Data (T1.2)

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clause number</b> | <p>The Conditions of Tender are <b>The Standard Conditions of Tender as contained in Annex C of Government Gazette No. 42622 of 8 August 2019 of the CIDB Standard for Uniformity (2019) in Engineering and Construction Works Contracts</b>. The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p>                                                                                                                                                        |                                                                                                                                                                               |
| C.1.1                | <p><b>The Employer is:</b><br/> SALDANHA BAY MUNICIPALITY<br/> Department: Support Services (Infrastructure Planning Services)<br/> Private Bag X12<br/> <b><u>Vredenburg</u></b><br/> 7380</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                               |
| C.1.2                | <p>The Tender documents issued by the Employer comprise:<br/> <b><u>Part T: The Tender</u></b><br/> <b>Part T1: Tender Procedures</b><br/> T1.1 Tender notice and invitation to Tender<br/> T1.2 Tender data<br/> <b>Part T2 : Returnable Documents (All Documents / Schedules are Returnable)</b><br/> T2.1 List of Returnable Schedules Required for Tender Evaluation<br/> T2.2 Other documents required for Tender Evaluation Purposes<br/> T2.3. Returnable Schedules that will be Incorporated in the Contract<br/> <b><u>Part C: The Contract</u></b><br/> <b>Part C1: Agreement &amp; Contract Data</b><br/> C1.1 Form of acceptance<br/> C1.2 Contract data<br/> C1.3 Performance guarantee<br/> <b>Part C2: Pricing Data</b><br/> C2.1 Pricing instructions<br/> <b>Part C3: Scope of work</b><br/> C3.1 Description of works</p> |                                                                                                                                                                               |
| C.1.4                | <p>The Employer's agent is:</p> <p>Name: <b>Ms R Toesie or Mr C Carelse</b></p> <p>Tel: 022 701 705/ 7118</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Address:<br/> Civil Services<br/> First Floor, Units 17, 18 and 19<br/> Ipic Shopping Centre<br/> Cnr Main, Church, Plein and Bree Streets,<br/> Vredenburg<br/> 7380.</p> |

|                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| C.2.2                                                                                                                                         | <p>Add:</p> <p>Cost of Tender Documents</p> <p>Tender documents can be downloaded from the eTender publication portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> or alternatively can be collected at a non-refundable tender deposit rate payable to Saldanha Bay Municipality. Payment for tender documents must be made in cash or a payment into Saldanha Bay Municipality's bank account payable to the Saldanha Bay Municipality. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.</p> |                                                                                                                                               |                                                                                                                                                         |
| C.2.7                                                                                                                                         | <p>Add:</p> <p>Site / Information Meetings</p> <p>Site or information meetings are compulsory. Bids will not be accepted from bidders who have not attended the site or information meeting on the specified date.</p> <p>A compulsory clarification meeting will be held on <b>Tuesday 25 November 2025 at 12H30.</b></p>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                               |                                                                                                                                                         |
| C.2.8                                                                                                                                         | <p>Request for clarification on the tender document, if necessary, please notify the employer at least seven (7) working days before the closing time <b>per e-mail</b> to both the following persons:</p> <table border="1"> <tr> <td> <p>Ms. R. Toesie</p> <p>Senior Manager: Support Services</p> <p>Email: <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a></p> </td><td> <p>Mr. V. Van Wyk</p> <p>Accountant: Contract Administration</p> <p>Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a></p> </td></tr> </table>                                                                        | <p>Ms. R. Toesie</p> <p>Senior Manager: Support Services</p> <p>Email: <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a></p> | <p>Mr. V. Van Wyk</p> <p>Accountant: Contract Administration</p> <p>Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a></p> |
| <p>Ms. R. Toesie</p> <p>Senior Manager: Support Services</p> <p>Email: <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a></p> | <p>Mr. V. Van Wyk</p> <p>Accountant: Contract Administration</p> <p>Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                               |                                                                                                                                                         |
| C.2.10.4                                                                                                                                      | Removed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                               |                                                                                                                                                         |
| C.2.11                                                                                                                                        | <p>Add:</p> <p>Any ambiguity has to be cleared with the contact person for the tender before the tender closure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                               |                                                                                                                                                         |
| C.2.13.2                                                                                                                                      | <p>Amend:</p> <p>Return all returnable documents to the employer after completing them in their entirety in writing legibly in non-erasable ink.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                               |                                                                                                                                                         |
| C.2.13.3                                                                                                                                      | <p>Amend:</p> <p>Submit the tender offer communicated as an original plus with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.</p>                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                               |                                                                                                                                                         |
|                                                                                                                                               | <p>Location of Tender box: <b>SALDANHA BAY MUNICIPALITY, Investment Centre, Ground Floor, 15 Main Road, Vredenburg, 7380.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                               |                                                                                                                                                         |
|                                                                                                                                               | <p>Physical address: <b>Municipal offices, Investment Centre, 15 Main Road, Vredenburg, 7380.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                               |                                                                                                                                                         |

|          |                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Identification details: <b>TENDER SBM 11/25/26: APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028</b>                                                                                                                       |
| C.2.15.1 | Amend:<br>The closing time for submission of Tender offers is <b>12H00 on Friday, 12 December 2025. Note: Telephonic, telegraphic, facsimile or emailed Tender offers will not be accepted.</b>                                                                                                                                                                                     |
| C.2.16.1 | Add:<br>The Tender offer validity period is <b>eighty-four (84) days.</b>                                                                                                                                                                                                                                                                                                           |
| C.2.16.3 | Amend:<br>Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.                                                                                                                           |
| C.2.23   | Add:<br>The Tenderer is required to submit with this Tender.<br>1) A valid tax clearance certificate issued by the South African Revenue Services.<br>2) Qualification certification of the proposed project engineer or team and the professional registration as required.<br>3) Proof to claim preference points. See MBD 6.1.<br>4) Other, if required in this tender document. |
| C.3.4.1  | Replace:<br>The time and location for opening of the tender in public is <b>Friday, 12 December 2025 at 12H00, SALDANHA BAY MUNICIPALITY, Council Chamber, 12 Main Road, Vredenburg.</b> Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.                                                                                     |



C.3.11.1

Add:

C.3.11.1.1 The tender will be evaluated in terms of pre-qualification (functionality), price and preference.

C.3.11.1.1.1 Functionality criteria – Tenderers must obtain the minimum score 70% per category as listed in table below and an overall minimum score of 70% to be considered for financial evaluation.

#### **FORM 2.1.3 – FUNCTIONALITY**

| <b><u>SUMMARY OF FUNCTIONALITY</u></b> | <b><u>SCORING</u></b> |
|----------------------------------------|-----------------------|
| Key Personnel                          | 55                    |
| Experience of the Bidder               | 20                    |
| Proposed Approach and Methodology      | 25                    |
| <b><u>TOTAL</u></b>                    | <b><u>100</u></b>     |

**Note:** The minimum score per functionality criteria must be obtained for bidders to be evaluated further.

|                                                                                                                                                                        |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>KEY PERSONNEL:</b>                                                                                                                                                  | <b>55</b> |
| <b>COMPOSITION OF KEY PERSONNEL ON THE PROFESSIONAL TEAM TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES</b> |           |
| <b>Form 2.1.5 to be completed</b>                                                                                                                                      |           |
| <b>Personnel can fulfil multiple roles in any of the 7 categories below</b>                                                                                            |           |

| Functionality criteria                                                                                                                                                                                                                                                                                                                                     | Evaluation criteria                                                          | Maximum score |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|
| <b>1. Lead Project Engineer (Project Lead)</b>                                                                                                                                                                                                                                                                                                             |                                                                              |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate. | Based on <b>post professional registration</b> years of relevant experience: | 15            |
|                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                            | 15 points                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                            | 10 points                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           | 5 points      |
|                                                                                                                                                                                                                                                                                                                                                            | 5 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                            | Not registered or no proof:                                                  | 0 points      |
|                                                                                                                                                                                                                                                                                                                                                            | 0 points                                                                     |               |

|                                                                                                                                                                                                                                                                                                                                                            |                                                                                                 |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------|
| <b>2. Transport Engineer</b>                                                                                                                                                                                                                                                                                                                               |                                                                                                 |          |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate. | Based on <b>post professional registration</b> years of relevant experience:                    | 10       |
|                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                                             |          |
|                                                                                                                                                                                                                                                                                                                                                            | 8 points                                                                                        |          |
|                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                                         |          |
|                                                                                                                                                                                                                                                                                                                                                            | 6 points                                                                                        |          |
|                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                                              | 3 points |
|                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                                        |          |
|                                                                                                                                                                                                                                                                                                                                                            | Not registered or no proof:                                                                     | 0 points |
|                                                                                                                                                                                                                                                                                                                                                            | 0 points                                                                                        |          |
| Municipal Bulk Infrastructure experience, relevant to "Transport" is evident in the CV.                                                                                                                                                                                                                                                                    | Municipal Bulk Infrastructure experience relevant to Transport: (Yes = 2 points, No = 0 points) |          |

| Functionality criteria                                                                                                                                                                                                                                                                                                                                                                                                                                     | Evaluation criteria                                                          | Maximum score |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|
| <b>3. Water Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              | 5             |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Water" is evident in the CV.      | Based on <b>post professional registration</b> years of relevant experience: |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Water: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |               |
| <b>4. Sewer Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              | 5             |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Sewer" is evident in the CV.      | Based on <b>post professional registration</b> years of relevant experience: |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Sewer: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |               |
| <b>5. Stormwater Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                              | 5             |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Stormwater" is evident in the CV. | Based on <b>post professional registration</b> years of relevant experience: |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Stormwater: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                            |                                                                              |               |

| Functionality criteria                                                                                                                                                                                                                                                                                                                                                                                                                                      | Evaluation criteria                                                                         | Maximum score |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------|
| <b>6. Solid Waste Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                             |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Solid Waste" is evident in the CV. | Based on <b>post professional registration</b> years of relevant experience:                | 5             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | More than 10 years:                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4 points                                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Between 5 and 10 years:                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3 points                                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Less than 5 years:                                                                          |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                             |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                             |               |
| Municipal Bulk Infrastructure experience relevant to Solid Waste: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                            |                                                                                             |               |
| <b>7. Electrical Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                             |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Electricity" is evident in the CV. | Based on <b>post professional registration</b> years of relevant experience:                | 10            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | More than 10 years:                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 8 points                                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Between 5 and 10 years:                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6 points                                                                                    |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Less than 5 years:                                                                          |               |
| 3 points                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                             |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                             |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                             |               |
| Municipal Bulk Infrastructure experience relevant to Electricity: (Yes = 2 points, No = 0 points)                                                                                                                                                                                                                                                                                                                                                           |                                                                                             |               |
| <b>EXPERIENCE OF THE BIDDER:</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                             | <b>20</b>     |
| <b>EVIDENCE OF SUCCESSFUL CALCULATION OF DEVELOPMENT CHARGES UNIT COST FOR ENGINEERING SERVICES</b>                                                                                                                                                                                                                                                                                                                                                         |                                                                                             |               |
| <b>Form 2.1.4 to be completed</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                             |               |
| Functionality criteria                                                                                                                                                                                                                                                                                                                                                                                                                                      | Evaluation criteria                                                                         | Maximum score |
| Evidence of successful calculation of development charges unit costs for engineering services. Only experience of calculating development charges unit cost for municipal engineering services will be evaluated here.<br><br><u>Compulsory:</u> Provide reference letters from previous employers for each project                                                                                                                                         | Experience of the Bidder will be measured against the number of similar projects completed: | 20            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3 and more projects – 20 points                                                             |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2 Projects – 15 points                                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 Project – 8 point                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0 Project – 0 points                                                                        |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                             |               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>PROPOSED APPROACH AND METHODOLOGY:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                | <b>25</b>            |
| <b>Form 2.1.7 to be completed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                |                      |
| <b>The bidder must indicate how they will execute ALL the deliverables that is included in Part C3.1, paragraph 2.1 - 2.10</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                |                      |
| <b>A separate document must be prepared, and included in the bidding document, it must be properly formatted and indexed, and must speak to the requirements in paragraphs 2.1 - 2.10 in Part C3.1</b>                                                                                                                                                                                                                                                                                                |                                                                                                                                                |                      |
| <b>These 10 services/ deliverables are:</b><br><b>1. Inception Report</b><br><b>2. Bulk and External Services Costing Reports and Drawings</b><br><b>3. Unit cost tables and Engineering Cost Summary</b><br><b>4. National Treasury Excel DC Calculator</b><br><b>5. Review of DC policy of Saldanha Bay municipality</b><br><b>6. Drafting of a DC By-Law</b><br><b>7. DC Agreements</b><br><b>8. DC Conditions</b><br><b>9. Financial and Legal Compliance Report</b><br><b>10. Ad-hoc Reports</b> |                                                                                                                                                |                      |
| <b>Functionality criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Evaluation criteria</b>                                                                                                                     | <b>Maximum score</b> |
| Each of the 10 separate sections should be included in the document, and the approach and methodology were explained.                                                                                                                                                                                                                                                                                                                                                                                 | The 10 separate sections in paragraph 2.1 - 2.10 were all included and the approach and methodology explanation were above average - 10 points | 10                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Only some of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was average - 5 points         |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was below average - 0 points        |                      |
| The use of the professional personnel for each required service should be clearly demonstrated in each of the 10 separate sections                                                                                                                                                                                                                                                                                                                                                                    | The personnel nominated elsewhere in the tender document are all allocated under each of the 10 separate sections - 5 points                   | 5                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Only some of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 3 points                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 0 points                      |                      |

| Functionality criteria                                                                                                                                                                                                                                            | Evaluation criteria                                                                                                              | Maximum score |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------|
| The approach and methodology how the Engineering Services unit costs, using the Replacement Cost method, will be calculated should be clearly demonstrated in the document.                                                                                       | The approach and methodology provided to calculate DC unit cost for Engineering Services are above average - 5 points            | 5             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided to calculate DC unit cost for Engineering Services are average - 3 points                  |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided to calculate DC unit cost for Engineering Services below average - 0 points                |               |
| The approach and methodology how the National Treasury Excel DC calculator will be set-up/ bespoke for Saldanha Bay municipality should be clearly demonstrated in the document.                                                                                  | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is above average - 5 points | 3             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is average - 3 points       |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is below average - 0 points |               |
| The approach and methodology how the current DC policy will be reviewed, using the track changes function in Microsoft Word, should be clearly explained in the document. The source and rationale of new additions to the current DC policy should be explained. | The approach and methodology provided is above average - 2 points                                                                | 2             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided is average - 1 point                                                                       |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided is below average - 1 point                                                                 |               |

#### C.3.11.1.1.2. Price and preference: 80/20 Points (Tenders < R 50 000 000)

Calculation:

$$80/20 \quad Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where: Ps = Point scored for price of Tender under consideration  
Pt = Rand value of Tender under consideration  
Pmin = Rand value of the lowest acceptable Tender

Preference points will be 10 points for B-BBEE and 10 points for locality.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C3.13                         | <p>Add:</p> <ul style="list-style-type: none"> <li>a) the Tenderer has in his or her possession a valid Tax Clearance Certificate issued by the South African Revenue Services and is tax compliant on the Central Supplier Database;</li> <li>b) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;</li> <li>c) the Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>d) the Tenderer has not: <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract; and</li> </ul> </li> <li>e) the Tenderer fully completes all required documentation.</li> </ul> |
| <p>Additional:<br/>C.3.19</p> | <p>The additional conditions of Tender are:</p> <ul style="list-style-type: none"> <li>a) Saldanha Bay Municipality may also request that the Tenderer provide written evidence that their financial, labour and resources are adequate for carrying out the project.</li> <li>b) The Saldanha Bay Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any Tenderer.</li> <li>c) The Tenderer shall provide all reasonable assistance in such Investigations. Tenderers must take note that in the case of a false statement or submission of false information, the tender will be disqualified with immediate effect and criminal prosecution may be considered.</li> <li>d) Council reserves the right not to make an award in this matter.</li> </ul>                                         |

## Returnable Documents (T2)

**ALL Documents and Schedules *MUST BE RETURNED* (SUBMITTED) for the TENDER to be Evaluated**

**PART T2 Returnable Documents (All documents / schedules are returnable)**

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other Documents required for Tender Evaluation Purposes
- T2.3 Returnable Schedules that will be incorporated in the Contract

## **List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)**

- Form 2.1.1 General Information
- Form 2.1.2 Authority for Signatory
- Form 2.1.3 Functionality
- Form 2.1.4 Proposed Key Personnel
- Form 2.1.5 Experience of the bidder
- Form 2.1.6 Schedule of Approach and Methodology / Workplan
- Form 2.1.7 Invitation to Tender (MBD 1)
- Form 2.1.8 Declaration of Interest (MBD 4)
- Form 2.1.9 Preference Point Claim Form and Proof of B-BBEE status (MBD 6.1)
- Form 2.1.10 Declaration of Bidder's past supply chain management services (MBD 8)
- Form 2.1.11 Certificate of Independent Bid Determination (MBD 9)



**FORM 2.1.1 - GENERAL INFORMATION**

|                                     |  |                |  |
|-------------------------------------|--|----------------|--|
| <b>1. Name of Tendering Entity:</b> |  |                |  |
|                                     |  |                |  |
| <b>2. Contact Details</b>           |  |                |  |
| <b>Address:</b>                     |  |                |  |
|                                     |  |                |  |
| <b>Tel No:</b>                      |  | <b>Fax No:</b> |  |
| <b>E-mail Address:</b>              |  |                |  |

**3. Legal entity: Mark with an X.**

|                          |  |
|--------------------------|--|
| <b>Sole proprietor</b>   |  |
| <b>Partnership</b>       |  |
| <b>Close corporation</b> |  |
| <b>Company</b>           |  |
| <b>Joint venture</b>     |  |

In the case of a Joint venture, provide details on joint venture members:

| Joint venture member | Type of entity (as defined above) |
|----------------------|-----------------------------------|
|                      |                                   |
|                      |                                   |
|                      |                                   |
|                      |                                   |
|                      |                                   |
|                      |                                   |
|                      |                                   |

4. Income tax reference number:

\_\_\_\_\_  
(in the case of a joint venture, provide for all joint venture members)

5. VAT registration number:

\_\_\_\_\_  
(in the case of a joint venture, provide for all joint venture members).

Where the value of an intended contract will exceed R 1 000 000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.

6. Company or closed corporation registration number: \_\_\_\_\_ (In the case of a joint venture, provide for all joint venture members)

7. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).

8. For joint ventures the following must be attached:

- Written power of attorney for authorised signatory.
- Pro-forma of the joint venture agreement.
- The major partner to satisfy at least 40 percent of the turnover and credit amount criteria, and each other partner at least 25 percent of the criteria.

| Name and Identity Number | Relevant qualifications and experience | Years of relevant experience |
|--------------------------|----------------------------------------|------------------------------|
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |
|                          |                                        |                              |

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
| <b>Name of Tendering Entity:</b> |  |              |  |
| <b>Signature:</b>                |  | <b>Date:</b> |  |

**FORM 2.1.2 - AUTHORITY FOR SIGNATORY**

| DETAILS OF PERSON RESPONSIBLE FOR TENDER PROCESS |  |         |  |
|--------------------------------------------------|--|---------|--|
| Name                                             |  |         |  |
| Contact Number                                   |  |         |  |
| Address of Office Submitting the Tender          |  |         |  |
|                                                  |  |         |  |
|                                                  |  |         |  |
|                                                  |  |         |  |
| Tel No.                                          |  | Fax No. |  |
| E-mail                                           |  |         |  |

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on *(date)*.....

Mr/Ms. ....

has been duly authorized to sign all documents in connection with the Tender for Contract Number .....and any Contract which may arise there from on behalf of

|                                        |  |
|----------------------------------------|--|
| <b>SIGNED ON BEHALF OF THE COMPANY</b> |  |
| <b>IN HIS CAPACITY AS</b>              |  |
| <b>DATE</b>                            |  |
| <b>FULL NAME OF SIGNATORY</b>          |  |
| <b>AS WITNESS 1.</b>                   |  |
| <b>2.</b>                              |  |

**\*\*\* PLEASE ATTACH CONFIRMATION OF AUTHORITY OF SIGNATORY DOCUMENTATION TO ANNEXURE 1**

## **FORM 2.1.3 – FUNCTIONALITY**

| <b><u>SUMMARY OF FUNCTIONALITY</u></b> | <b><u>SCORING</u></b> |
|----------------------------------------|-----------------------|
| Key Personnel                          | 55                    |
| Experience of the Bidder               | 20                    |
| Proposed Approach and Methodology      | 25                    |
| <b><u>TOTAL</u></b>                    | <b><u>100</u></b>     |

**Note: The minimum score per functionality criteria must be obtained for bidders to be evaluated further.**

| <b>KEY PERSONNEL:</b>                                                                                                                                                                                                                                                                                                                                      |                                                                                                 | <b>55</b>            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------|
| <b>COMPOSITION OF KEY PERSONNEL ON THE PROFESSIONAL TEAM TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES</b>                                                                                                                                                                                     |                                                                                                 |                      |
| <b>Form 2.1.5 to be completed</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                 |                      |
| <b>Personnel can fulfil multiple roles in any of the 7 categories below</b>                                                                                                                                                                                                                                                                                |                                                                                                 |                      |
| <b>Functionality criteria</b>                                                                                                                                                                                                                                                                                                                              | <b>Evaluation criteria</b>                                                                      | <b>Maximum score</b> |
| <b>1. Lead Project Engineer (Project Lead)</b>                                                                                                                                                                                                                                                                                                             |                                                                                                 |                      |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate. | Based on <b>post professional registration</b> years of relevant experience:                    | 15                   |
|                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                                             |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 15 points                                                                                       |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                                         |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 10 points                                                                                       |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                                              | 5 points             |
|                                                                                                                                                                                                                                                                                                                                                            | 5 points                                                                                        |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Not registered or no proof:                                                                     |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 0 points                                                                                        |                      |
| <b>2. Transport Engineer</b>                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                      |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate. | Based on <b>post professional registration</b> years of relevant experience:                    | 10                   |
|                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                                             |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 8 points                                                                                        |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                                         |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 6 points                                                                                        |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                                              | 3 points             |
|                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                                        |                      |
|                                                                                                                                                                                                                                                                                                                                                            | Not registered or no proof:                                                                     |                      |
|                                                                                                                                                                                                                                                                                                                                                            | 0 points                                                                                        |                      |
| Municipal Bulk Infrastructure experience, relevant to "Transport" is evident in the CV.                                                                                                                                                                                                                                                                    | Municipal Bulk Infrastructure experience relevant to Transport: (Yes = 2 points, No = 0 points) |                      |

| Functionality criteria                                                                                                                                                                                                                                                                                                                                                                                                                                     | Evaluation criteria                                                          | Maximum score |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|
| <b>3. Water Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Water" is evident in the CV.      | Based on <b>post professional registration</b> years of relevant experience: | 5             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Water: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |               |
| <b>4. Sewer Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Sewer" is evident in the CV.      | Based on <b>post professional registration</b> years of relevant experience: | 5             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Sewer: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |               |
| <b>5. Stormwater Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                              |               |
| CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.<br><br><u>Compulsory:</u> ECSA Registration Certificate.<br><br>Municipal Bulk Infrastructure experience, relevant to "Stormwater" is evident in the CV. | Based on <b>post professional registration</b> years of relevant experience: | 5             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | More than 10 years:                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Between 5 and 10 years:                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 points                                                                     |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Less than 5 years:                                                           |               |
| 1 point                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |               |
| Not registered or no proof:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |               |
| 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |               |
| Municipal Bulk Infrastructure experience relevant to Stormwater: (Yes = 1 point, No = 0 points)                                                                                                                                                                                                                                                                                                                                                            |                                                                              |               |

| Functionality criteria                                                                                                                                                                                                                                                                                                                                                                                                                                             | Evaluation criteria                                                                              | Maximum score |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------|
| <b>6. Solid Waste Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                  |               |
| <p>CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.</p> <p><u>Compulsory</u>: ECSA Registration Certificate.</p> <p>Municipal Bulk Infrastructure experience, relevant to "Solid Waste" is evident in the CV.</p> | Based on <b>post professional registration</b> years of relevant experience:                     | 5             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | More than 10 years:                                                                              |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4 points                                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Between 5 and 10 years:                                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 points                                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Less than 5 years:                                                                               |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 point                                                                                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not registered or no proof:                                                                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0 points                                                                                         |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Municipal Bulk Infrastructure experience relevant to Solid Waste: (Yes = 1 point, No = 0 points) |               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                   |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----|
| <b>7. Electrical Engineer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                   |    |
| <p>CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services.</p> <p><u>Compulsory</u>: ECSA Registration Certificate.</p> <p>Municipal Bulk Infrastructure experience, relevant to "Electricity" is evident in the CV.</p> | Based on <b>post professional registration</b> years of relevant experience:                      | 10 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | More than 10 years:                                                                               |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 8 points                                                                                          |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Between 5 and 10 years:                                                                           |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6 points                                                                                          |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Less than 5 years:                                                                                |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 points                                                                                          |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not registered or no proof:                                                                       |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0 points                                                                                          |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Municipal Bulk Infrastructure experience relevant to Electricity: (Yes = 2 points, No = 0 points) |    |

| <b>EXPERIENCE OF THE BIDDER:</b>                                                                                                                                                                                                                                                                                    |                                                                                             | <b>20</b>     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------|
| <b>EVIDENCE OF SUCCESSFUL CALCULATION OF DEVELOPMENT CHARGES UNIT COST FOR ENGINEERING SERVICES</b>                                                                                                                                                                                                                 |                                                                                             |               |
| <b>Form 2.1.4 to be completed</b>                                                                                                                                                                                                                                                                                   |                                                                                             |               |
| Functionality criteria                                                                                                                                                                                                                                                                                              | Evaluation criteria                                                                         | Maximum score |
| <p>Evidence of successful calculation of development charges unit costs for engineering services. Only experience of calculating development charges unit cost for municipal engineering services will be evaluated here.</p> <p>Compulsory: Provide reference letters from previous employers for each project</p> | Experience of the Bidder will be measured against the number of similar projects completed: | 20            |
|                                                                                                                                                                                                                                                                                                                     | 3 and more projects – 20 points                                                             |               |
|                                                                                                                                                                                                                                                                                                                     | 2 Projects – 15 points                                                                      |               |
|                                                                                                                                                                                                                                                                                                                     | 1 Project – 8 point                                                                         |               |
|                                                                                                                                                                                                                                                                                                                     | 0 Project – 0 points                                                                        |               |

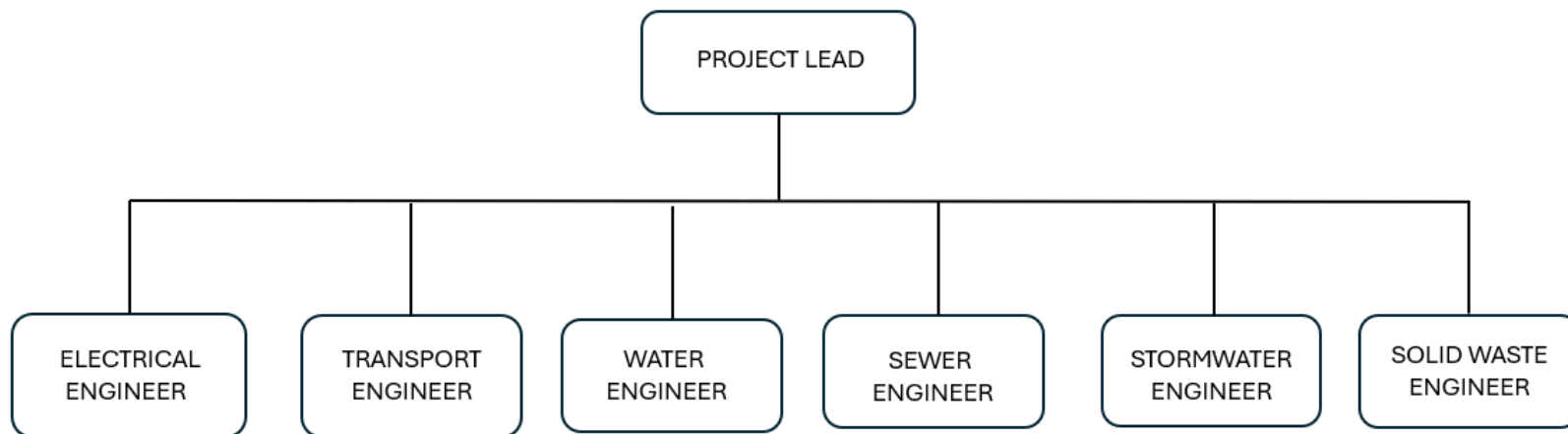
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>PROPOSED APPROACH AND METHODOLOGY:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                | <b>25</b>            |
| <b>Form 2.1.7 to be completed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                |                      |
| <b>The bidder must indicate how they will execute ALL the deliverables that is included in Part C3.1, paragraph 2.1 - 2.10</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                |                      |
| <b>A separate document must be prepared, and included in the bidding document, it must be properly formatted and indexed, and must speak to the requirements in paragraphs 2.1 - 2.10 in Part C3.1</b>                                                                                                                                                                                                                                                                                                |                                                                                                                                                |                      |
| <b>These 10 services/ deliverables are:</b><br><b>1. Inception Report</b><br><b>2. Bulk and External Services Costing Reports and Drawings</b><br><b>3. Unit cost tables and Engineering Cost Summary</b><br><b>4. National Treasury Excel DC Calculator</b><br><b>5. Review of DC policy of Saldanha Bay municipality</b><br><b>6. Drafting of a DC By-Law</b><br><b>7. DC Agreements</b><br><b>8. DC Conditions</b><br><b>9. Financial and Legal Compliance Report</b><br><b>10. Ad-hoc Reports</b> |                                                                                                                                                |                      |
| <b>Functionality criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Evaluation criteria</b>                                                                                                                     | <b>Maximum score</b> |
| Each of the 10 separate sections should be included in the document, and the approach and methodology were explained.                                                                                                                                                                                                                                                                                                                                                                                 | The 10 separate sections in paragraph 2.1 - 2.10 were all included and the approach and methodology explanation were above average - 10 points | 10                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Only some of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was average - 5 points         |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was below average - 0 points        |                      |
| The use of the professional personnel for each required service should be clearly demonstrated in each of the 10 separate sections                                                                                                                                                                                                                                                                                                                                                                    | The personnel nominated elsewhere in the tender document are all allocated under each of the 10 separate sections - 5 points                   | 5                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Only some of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 3 points                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 0 points                      |                      |



| Functionality criteria                                                                                                                                                                                                                                            | Evaluation criteria                                                                                                              | Maximum score |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------|
| The approach and methodology how the Engineering Services unit costs, using the Replacement Cost method, will be calculated should be clearly demonstrated in the document.                                                                                       | The approach and methodology provided to calculate DC unit cost for Engineering Services are above average - 5 points            | 5             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided to calculate DC unit cost for Engineering Services are average - 3 points                  |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided to calculate DC unit cost for Engineering Services below average - 0 points                |               |
| The approach and methodology how the National Treasury Excel DC calculator will be set-up/ bespoke for Saldanha Bay municipality should be clearly demonstrated in the document.                                                                                  | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is above average - 5 points | 3             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is average - 3 points       |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for SBM is below average - 0 points |               |
| The approach and methodology how the current DC policy will be reviewed, using the track changes function in Microsoft Word, should be clearly explained in the document. The source and rationale of new additions to the current DC policy should be explained. | The approach and methodology provided is above average - 2 points                                                                | 2             |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided is average - 1 point                                                                       |               |
|                                                                                                                                                                                                                                                                   | The approach and methodology provided is below average - 1 point                                                                 |               |

### **FORM 2.1.4 - KEY PERSONNEL**

The Tenderer shall list below the key personnel, whom he proposes to employ on the projects should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities. ***Personnel listed must complete the work. Alternatives must be approved by the Municipality before undertaking any work.*** A professional may be deployed on more than one (1) engineering service.



| PROJECT PHASE     | DESIGNATION           | NAME OF NOMINEE | SUMMARY OF                    |                                  |                                                             |
|-------------------|-----------------------|-----------------|-------------------------------|----------------------------------|-------------------------------------------------------------|
|                   |                       |                 | QUALIFICATIONS AND NQF STATUS | PROFESSIONAL REGISTRATION NUMBER | POST PROFESSIONAL REGISTRATION YEARS OF RELEVANT EXPERIENCE |
| PROFESSIONAL TEAM | Lead Project Engineer |                 |                               |                                  |                                                             |
|                   | Transport Engineer    |                 |                               |                                  |                                                             |
|                   | Water Engineer        |                 |                               |                                  |                                                             |
|                   | Sewer Engineer        |                 |                               |                                  |                                                             |
|                   | Stormwater Engineer   |                 |                               |                                  |                                                             |
|                   | Solid Waste Engineer  |                 |                               |                                  |                                                             |
|                   | Electrical Engineer   |                 |                               |                                  |                                                             |

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
| <b>Name of Tendering Entity:</b> |  |              |  |
| <b>Signature:</b>                |  | <b>Date:</b> |  |

**\*\*\* PLEASE ATTACH KEY PERSONNEL TO ANNEXURE 2**

### **FORM 2.1.5 - EXPERIENCE OF THE BIDDER**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work). In addition to any requirements, bidders must furnish particulars of:

| Name of client | Reference included<br>(Yes or No) | Calculation of<br>Unit Cost's | Value (R, VAT<br>excluded) | Year | Reference      |        |        |
|----------------|-----------------------------------|-------------------------------|----------------------------|------|----------------|--------|--------|
|                |                                   |                               |                            |      | Contact person | Client | Tel no |
|                |                                   |                               |                            |      |                |        |        |
|                |                                   |                               |                            |      |                |        |        |
|                |                                   |                               |                            |      |                |        |        |
|                |                                   |                               |                            |      |                |        |        |
|                |                                   |                               |                            |      |                |        |        |
|                |                                   |                               |                            |      |                |        |        |

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
| <b>Name of Tendering Entity:</b> |  |              |  |
| <b>Signature:</b>                |  | <b>Date:</b> |  |

**\*\*\* PLEASE ATTACH PREVIOUS WORK EXPERIENCE TO ANNEXURE 3**

## **FORM 2.1.6 - SCHEDULE OF APPROACH AND METHODOLOGY / WORK PLAN**

***Approach and Methodology Form to be completed.***

|                           |                                                                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tender No.</b>         | SBM 11/25/26                                                                                                                                                                                              |
| <b>Description / Name</b> | APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028 |

### ***Understanding the terms of reference***

1. Do you as the service provider understand what is required?

|            |  |           |  |
|------------|--|-----------|--|
| <b>Yes</b> |  | <b>No</b> |  |
|------------|--|-----------|--|

**(Tick Appropriate Block)**

2. If you answered Yes to question 1 above, prepare a separate report that will document your approach and methodology on how you will implement the requirements of this tender.
3. The requirements on how to complete this document are provided in Part C3.1, paragraph 2.1 - 2.10 of this tender document.
4. Your document will be evaluated against the criteria that was determined and included in Form 2.1.3 – Functionality.

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
| <b>Name of Tendering Entity:</b> |  |              |  |
| <b>Signature:</b>                |  | <b>Date:</b> |  |

**\*\*\* PLEASE ATTACH A DETAILED APPROACH & METHODOLOGY/WORK PLAN TO ANNEXURE 4 TO COVER AS A MINIMUM THE REQUIREMENTS FOR THE CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DCs POLICY AND BYLAW .**

**FORM 2.1.7 – INVITATION TO TENDER**

|                                                                                                                                                                           |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SALDANHA BAY MUNICIPALITY</b>                                                                                        |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                               |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| NAME OF BIDDER                                                                                                                                                            |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| POSTAL ADDRESS OF BUSINESS                                                                                                                                                |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| STREET ADDRESS OF BUSINESS                                                                                                                                                |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| TELEPHONE NUMBER                                                                                                                                                          | CODE                                                                           |                                                  | NUMBER                                                                             |                                                                                                                                              |
| CELLPHONE NUMBER                                                                                                                                                          |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| FACSIMILE NUMBER                                                                                                                                                          | CODE                                                                           |                                                  | NUMBER                                                                             |                                                                                                                                              |
| E-MAIL ADDRESS                                                                                                                                                            |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| VAT REGISTRATION NUMBER                                                                                                                                                   |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| TAX COMPLIANCE STATUS                                                                                                                                                     | TCS PIN                                                                        |                                                  | OR                                                                                 | CSD No                                                                                                                                       |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]                                                                                     | Yes or No                                                                      |                                                  | CONTRIBUTOR FACTOR (See MBD 6.1)                                                   |                                                                                                                                              |
| <b>DOCUMENTS REQUIRED AS PRESCRIBED TO CLAIM PREFERENCE POINTS. IF DOCUMENTS ARE NOT PROVIDED AS REQUESTED 0 POINTS WILL BE ALLOCATED.</b>                                |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| ORIGINAL OR ORIGINAL CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY OR EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| MUNICIPAL ACCOUNT OR LEASE AGREEMENT IN THE NAME OF THE BUSINESS OR AN AFFIDAVIT FROM THE OWNER OF THE PROPERTY WHERE OF BUSINESS                                         |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| <b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?</b>                                                                    | YES OR NO (Provide proof)                                                      |                                                  | <b>ARE YOU A FOREIGN BASED SUPPLIERS FOR THE GOODS / SERVICES / WORKS OFFERED?</b> | YES OR NO (If yes, answer 3)                                                                                                                 |
| CRS no                                                                                                                                                                    |                                                                                |                                                  | TOTAL BID PRICE (Brought forward)                                                  |                                                                                                                                              |
| SIGNATURE OF BIDDER                                                                                                                                                       |                                                                                |                                                  | DATE                                                                               |                                                                                                                                              |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                                                                                                                                   |                                                                                |                                                  |                                                                                    |                                                                                                                                              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                                    |                                                                                | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |                                                                                    |                                                                                                                                              |
| DEPARTMENT                                                                                                                                                                | Finance                                                                        |                                                  | DEPARTMENT                                                                         | Support Services                                                                                                                             |
| CONTACT PERSON                                                                                                                                                            | A. Plaatjies                                                                   |                                                  | CONTACT PERSON                                                                     | R. Toesie or C. Carelse                                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                          | 022 701 6866                                                                   |                                                  | TELEPHONE NUMBER                                                                   | 022 701 7052/ 7118                                                                                                                           |
| E-MAIL ADDRESS                                                                                                                                                            | <a href="mailto:Anarood.plaatjies@sbm.gov.za">Anarood.plaatjies@sbm.gov.za</a> |                                                  | E-MAIL ADDRESS                                                                     | <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a> or <a href="mailto:cliff.carelse@sbm.gov.za">cliff.carelse@sbm.gov.za</a> |

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                              |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.2.                                                                                                                                                                                                                       | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE                                                                                                                                     |        |
| 1.3.                                                                                                                                                                                                                       | THIS BID IS SUBJECT TO THE 80/20 PREFERENCE POINT SYSTEM AS CONTAINED IN THE PREFERENTIAL PROCUREMENT POLICY, R7/5-24, OF 23 MAY 2024, WILL BE USED IN THE ADJUDICATION OF THIS TENDER.                                      |        |
| <b>2.</b>                                                                                                                                                                                                                  | <b>TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                           |        |
| 2.1                                                                                                                                                                                                                        | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                   |        |
| 2.2                                                                                                                                                                                                                        | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                  |        |
| 2.3                                                                                                                                                                                                                        | APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. |        |
| 2.4                                                                                                                                                                                                                        | FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.                                                                                                                                                     |        |
| 2.5                                                                                                                                                                                                                        | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                     |        |
| 2.6                                                                                                                                                                                                                        | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                               |        |
| 2.7                                                                                                                                                                                                                        | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                |        |
| <b>3.</b>                                                                                                                                                                                                                  | <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                            |        |
| 3.1.                                                                                                                                                                                                                       | IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                              | YES/NO |
| 3.2.                                                                                                                                                                                                                       | DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                    | YES/NO |
| 3.3.                                                                                                                                                                                                                       | DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                   | YES/NO |
| 3.4.                                                                                                                                                                                                                       | DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                        | YES/NO |
| 3.5.                                                                                                                                                                                                                       | IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                    | YES/NO |
| <b>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.</b> |                                                                                                                                                                                                                              |        |

**FORM 2.1.8 – DECLARATION OF INTEREST**

| DECLARATION OF INTEREST |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |          |  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|----------|--|
| 1.                      | No bid will be accepted from persons in the service of the state*.                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |  |  |  |  |          |  |
| 2.                      | Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to 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 the 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.                      | <b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |  |  |  |  |  |  |          |  |
| 3.1.                    | Full Name of bidder or his / her representative:                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |          |  |
| 3.2.                    | Identity number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |          |  |
| 3.3.                    | Position occupied in the Company (director, trustee, shareholder <sup>2</sup> )                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |          |  |
| 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 (where applicable) 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |  |  |  |  |          |  |
| 3.9.                    | Have you been in the service of the state for the past twelve months?                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |  |  |  |  |  | YES / NO |  |
| 3.9.1.                  | If so, 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 so, state particulars.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |  |  |  |  |          |  |
| 3.11.                   | Are you aware of any relationship (family, friend, other) between the bidder and any person 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 so, state particulars.                                                                                                                                                                                                   |                 |  |                                         |
| 3.12.                                                                                                                                                               | Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?                                                                                                               | YES / NO        |  |                                         |
| 3.12.1.                                                                                                                                                             | If so, state particulars.                                                                                                                                                                                                   |                 |  |                                         |
| 3.13.                                                                                                                                                               | Is 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 so, 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 so, furnish particulars.                                                                                                                                                                                                 |                 |  |                                         |
| 4.                                                                                                                                                                  | Full details of directors / trustees / members / shareholders:                                                                                                                                                              |                 |  |                                         |
| <b>COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:</b>                                                                                                |                                                                                                                                                                                                                             |                 |  |                                         |
| Full Name                                                                                                                                                           |                                                                                                                                                                                                                             | Identity Number |  | Individual Tax Number for each Director |
|                                                                                                                                                                     |                                                                                                                                                                                                                             |                 |  |                                         |
|                                                                                                                                                                     |                                                                                                                                                                                                                             |                 |  |                                         |
|                                                                                                                                                                     |                                                                                                                                                                                                                             |                 |  |                                         |
|                                                                                                                                                                     |                                                                                                                                                                                                                             |                 |  |                                         |
| <b>CERTIFICATION</b>                                                                                                                                                |                                                                                                                                                                                                                             |                 |  |                                         |
| I 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. |                                                                                                                                                                                                                             |                 |  |                                         |
| NAME OF ENTERPRISE                                                                                                                                                  |                                                                                                                                                                                                                             |                 |  |                                         |
| CAPACITY                                                                                                                                                            |                                                                                                                                                                                                                             | DATE            |  |                                         |
| NAME (PRINT)                                                                                                                                                        |                                                                                                                                                                                                                             | SIGNATURE       |  |                                         |
| *MSCM Regulations: "in the service of the state" means to be -                                                                                                      |                                                                                                                                                                                                                             |                 |  |                                         |
| a)                                                                                                                                                                  | a member of –                                                                                                                                                                                                               |                 |  |                                         |

|                                                                                                                                                                                       |                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                       | (i) any municipal council;<br>(ii) any provincial legislature; or<br>(iii) the National Assembly or the National Council of Provinces;                                                                      |
| <b>b)</b>                                                                                                                                                                             | a member of the board of directors of any municipal entity;                                                                                                                                                 |
| <b>c)</b>                                                                                                                                                                             | an official or any Municipality or municipal entity;                                                                                                                                                        |
| <b>d)</b>                                                                                                                                                                             | 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); |
| <b>e)</b>                                                                                                                                                                             | a member of the accounting authority of any national or provincial entity; or                                                                                                                               |
| <b>f)</b>                                                                                                                                                                             | an employee of Parliament or a provincial legislature.                                                                                                                                                      |
| <sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company. |                                                                                                                                                                                                             |

## **FORM 2.1.9 – PREFERENCE POINTS CLAIM FORM**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM**

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 BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.**

#### **1. GENERAL CONDITIONS**

##### **a. The following preference point system is applicable to invitations to bid:**

- 1.** the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

##### **b. Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:**

- a) Price; and
- b) Specific Goals (B-BBEE status level contribution and Locality).

##### **c. The maximum points for this bid are allocated as follows:**

|                                                  | <b>POINTS</b>                  |
|--------------------------------------------------|--------------------------------|
| <b>PRICE</b>                                     | 80                             |
| <b>SPECIFIC GOALS</b>                            | 20 (10 B-BBEE and 10 Locality) |
| <b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b> | <b>100</b>                     |

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

#### **1.4.1 B-BBEE**

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

#### **1.4.2 Locality**

##### **1.4.2.1. Where the tenderer is the owner of the property**

The municipal account must be registered in the trading name of owner of the property, for example:

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).

- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole proprietor the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses) which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

#### 1.4.2.2. Where the tenderer is not the owner of the property

Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.

OR

- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the sole propriety is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
  - The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.
  - NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

Note: Affidavits valid for a period of 3 months

Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:

- If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.

- The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
- If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
- NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

1.4.2.3. Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises

- If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 9.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD, CIPC, if necessary.

**A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.**

- e. The municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.

## 2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** 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 bidding process or any other method envisaged in legislation;
- (e) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (f) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (g) **"bid for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (h) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

$$80/20 \quad P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

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

#### 4.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

$$80/20 \quad P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{max}$  = Price of highest acceptable bid

### 5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 6(2) and 8(2), preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 and 2 below as may be supported by proof/documentation stated in the conditions of this bid:

#### a. B-BBEE

| B-BBEE Status Level of Contributor | Number of Points for Preference (80/20) |
|------------------------------------|-----------------------------------------|
| 1                                  | 10                                      |
| 2                                  | 9                                       |
| 3                                  | 7                                       |

|                           |   |
|---------------------------|---|
| 4                         | 6 |
| 5                         | 4 |
| 6                         | 3 |
| 7                         | 2 |
| 8                         | 1 |
| Non-compliant contributor | 0 |

**b. LOCALITY**

| Locality of supplier                                                   | Number of Points for Preference (80/20) |
|------------------------------------------------------------------------|-----------------------------------------|
| Within the boundaries of Saldanha Bay Municipality                     | 10                                      |
| Within the boundaries of the West Coast District                       | 5                                       |
| Within the boundaries of the Western Cape                              | 2                                       |
| Outside the boundaries of the Western Cape or failure to provide proof | 0                                       |

**6. DECLARATION**

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

**a. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

B-BBEE Status Level of Contribution: \_\_\_\_\_ (maximum of 10 points)

**6.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2**

LOCALITY: \_\_\_\_\_ (maximum of 10 points)

**7. DECLARATION WITH REGARD TO COMPANY / FIRM**

- a. Name of company / firm: \_\_\_\_\_
- b. Company registration number: \_\_\_\_\_
- c. VAT registration number: \_\_\_\_\_
- d. Type of company / firm:
- ☐ Partnership / Joint Venture / Consortium
  - ☐ One-person business / sole propriety
  - ☐ Close Corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company

e. MUNICIPAL INFORMATION

Municipality where business is situated: \_\_\_\_\_

Street address of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered municipal account number: \_\_\_\_\_

**NOTE: MUNICIPAL INFORMATION PROVIDED MUST BE ALIGNED TO PARAGRAPH 1.4  
AND 5.2**

- f. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the 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 from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20  
PREFERENCE POINT SYSTEM**

.....  
**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....

**\*\*\* PLEASE ATTACH B-BBEE CERTIFICATE PROOF TO ANNEXURE 5 AND MUNICIPAL  
INFORMATION TO ANNEXURE 6**

## FORM 2.1.10 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

| 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                                                              | <p>The bid of any bidder may be rejected if that bidder, or any of its directors have:</p> <ul style="list-style-type: none"> <li>a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;</li> <li>b) been convicted for fraud or corruption during the past five years;</li> <li>c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or</li> <li>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).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |                                    |      |          |     |    |     |                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                    |       |                             |  |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                    |
| 4                                                              | <p><b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 10%;">Item</th> <th style="width: 70%;">Question</th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">4.1</td> <td style="padding: 5px;"> <p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b></p> </td> <td style="text-align: center; vertical-align: bottom;"> <p>Yes</p> <input type="checkbox"/> </td> <td style="text-align: center; vertical-align: bottom;"> <p>No</p> <input type="checkbox"/> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">4.1.1</td> <td colspan="3" style="padding: 5px;">If so, furnish particulars:</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">4.2</td> <td style="padding: 5px;"> <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><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b></p> </td> <td style="text-align: center; vertical-align: bottom;"> <p>Yes</p> <input type="checkbox"/> </td> <td style="text-align: center; vertical-align: bottom;"> <p>No</p> <input type="checkbox"/> </td> </tr> </tbody> </table> |                                     |                                    | Item | Question | Yes | No | 4.1 | <p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b></p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <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><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b></p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| Item                                                           | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes                                 | No                                 |      |          |     |    |     |                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                    |       |                             |  |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                    |
| 4.1                                                            | <p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <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><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |

**CERTIFICATION**

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

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

\_\_\_\_\_

\_\_\_\_\_

|           |                  |
|-----------|------------------|
| Signature | Date             |
| <hr/>     | <hr/>            |
| Position  | Name of Tenderer |

**DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS**

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

☐

No

☐

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

**Business 1 Address:**Mr. / Mrs

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**Director 2 Address:**Mr. / Mrs

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**Director 3 Address:**Mr. / Mrs

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**Director 4 Address:**Mr. / Mrs

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**Director 5 Address:**Mr. / Mrs

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**Director 6 Address:**Mr. / Mrs

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**Director 7 Address:**Mr. / Mrs

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**Director 8 Address:**Mr. / Mrs

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**Director 9 Address:**Mr. / Mrs

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**Director 10 Address:**Mr. / Mrs

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**Director 11 Address:**Mr. / Mrs

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**Director 12 Address:**Mr. / Mrs

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Attach page if space insufficient.

**\*\*\* PLEASE ATTACH MUNICIPAL INFORMATION PROOF TO ANNEXURE 6**

**FORM 2.1.11 - CERTIFICATE OF INDEPENDENT BID DETERMINATION****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *per 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:

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 consortium<sup>3</sup> 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.
10. 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.
11. 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.
12. 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.

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

<sup>3</sup> 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



## Other Documents Required for Tender Evaluation Purposes (Part T2.2)

**ALL Documents and Schedules *MUST BE RETURNED (SUBMITTED)* for the TENDER to be Evaluated.**

**PART T2.2    Returnable Documents (All documents / schedules are returnable)**

T2.2.1        Certificate of Tenderer's Attendance at the compulsory clarification meeting

T2.2.2        Tax Clearance Certificate Requirements – TCC001

T2.2.3        Central Supplier Database (CSD)

T2.2.4        Instruction: Handling of Tender Document

**FORM 2.2.1 - CERTIFICATE OF TENDERER'S ATTENDANCE AT THE  
COMPULSORY CLARIFICATION MEETING**

This is to certify that I, .....,

representative of (Tenderer) .....

of (address) .....

Telephone number .....

Fax number .....

Attended Clarification Meeting on (date) .....

in the company of (SALDANHA BAY MUNICIPALITY / Employer's Representative)

**NB: Tenderers are requested to submit the minutes received at above-mentioned compulsory clarification meeting with their Tender documents. (Non- submission of this information may lead to rejection of this Tender)**

|                                                                  |  |
|------------------------------------------------------------------|--|
| <b>TENDERER'S REPRESENTATIVE</b>                                 |  |
| <b>SALDANHA BAY MUNICIPALITY /<br/>EMPLOYER'S REPRESENTATIVE</b> |  |

**FORM 2.2.2 - Tax Clearance Certificate Requirements – TCC001****TAX CLEARANCE CERTIFICATE REQUIREMENTS**

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

In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

- 1 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each part must submit a separate Tax Clearance Certificate.
- 3 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 4 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**\*\*\* PLEASE ATTACH A VALID TAX CLEARANCE CERTIFICATE TO ANNEXURE 7.**

### **FORM T2.2.3 – CENTRAL SUPPLIER DATABASE (CSD)**

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, on 01 July the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

**The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.**

**All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.**

Enquiries can be made to Mr. V. Van Wyk at 022 701 7168.

CSD registration number (if registered): .....

## **FORM T2.2.4 – INSTRUCTION: HANDLING OF TENDER DOCUMENT**

Tenders must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

Tenders generated from e-Tender:

### **E-TENDER DECLARATION**

**It is compulsory to confirm “Yes” or “No” on all line items**

**Yes/No**

|                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non-responsive. |  |
| Print the tender document with a quality printer. If the wording is unclear, the document will be discarded.                                                                                                                                                                                                                                                    |  |
| Printed documents must be bind securely according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive. Do not staple the pages together.                                                                                                                                                                         |  |
| The Price Schedule and All Annexures with compulsory attachments must be bind to the back of the document.                                                                                                                                                                                                                                                      |  |
| No alterations of the document will be accepted. Any alterations will disqualify the tender.                                                                                                                                                                                                                                                                    |  |
| Print the Tender document on both sides to save paper and for standardisation.                                                                                                                                                                                                                                                                                  |  |

**It is compulsory to comply and sign below if the tenderer agrees to the requirements above**

I accept and approve all of the above.

\_\_\_\_\_

## SIGNATURE OF TENDERER

### **CHECKLIST**

Please ensure that you have included all the documents listed below and submit it with your tender document as well as ensure that you adhere to the listed requirements. This will ensure that your tender is not deemed to be non-responsive and disqualified.

PLEASE TICK BOX ON THE LEFT



- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms.
- ☐ Copy of business and director/s municipal account/s.
- ☐ Registration with professional body (If applicable).
- ☐ All relevant sections complete and signed and all pages of tender document initialed by authorized signatory.
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanha Bay Municipality on behalf of the organization.
- ☐ Original or Originally Certified copy of a valid SANAS approved B-BBEE certificate or a valid B-BBEE affidavit.
- ☐ Proof for claiming points for locality as required in MBD 6.1.
- ☐ Tax-compliant status on CSD.
- ☐ Other as required in the tender document.

### **DECLARATION**

I declare that all relevant documents have been included with the bid document and all the tender conditions have been adhered to.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

## **Returnable Schedules that will be incorporated in the Contract (Part T2.3)**

*(ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.*

### **PART T2.3**

T2.3.1      Record of Addenda to Tender Documents

### **FORM 2.3.1 - RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this Tender offer, amending the Tender documents, have been taken into account in this Tender offer:

| <b>No.</b> | <b>Date</b> | <b>Title or Details</b> |
|------------|-------------|-------------------------|
| 1          |             |                         |
| 2          |             |                         |
| 3          |             |                         |
| 4          |             |                         |
| 5          |             |                         |
| 6          |             |                         |
| 7          |             |                         |
| 8          |             |                         |
| 9          |             |                         |
| 10         |             |                         |

|                                      |  |                  |  |
|--------------------------------------|--|------------------|--|
| <b>Signed:</b>                       |  | <b>Date:</b>     |  |
| <b>Name:</b>                         |  | <b>Position:</b> |  |
| <b>SIGNED ON BEHALF OF TENDERER:</b> |  |                  |  |

**\*\*\* PLEASE ATTACH RECORD OF ADDENDA TO ANNEXURE 8.**



# The Contract (Part C)

**ALL Documents and Schedules *MUST BE RETURNED (SUBMITTED)* for the TENDER to be Evaluated.**

## **PART C**

|         |                             |
|---------|-----------------------------|
| Part C1 | Agreement and Contract Data |
| Part C2 | Pricing Data                |
| Part C3 | Scope of Works              |

# Agreement and contract data (Part C1)

**ALL Documents and Schedules *MUST BE RETURNED (SUBMITTED)* for the TENDER to be Evaluated.**

## **PART C1**

- Part C1.1 Form of Offer & Acceptance
- Part C1.2 Contract Data
- Part C1.3 Objections and Complaints

## **FORM OF OFFER AND ACCEPTANCE - (PART C1.1)**

### **1. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

#### **APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

#### **The offered total of the Prices inclusive of Value Added Tax is**

.....Rand (in words);

R .....(in figures)  
(or other suitable wording)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

#### **For the Tenderer:**

Signature .....

Name .....

Capacity .....

Name and address of organisation:

.....

.....

Name and signature of witness:

Signature .....

Name .....

Date .....

## 2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Part C1 : Agreements and Contract Data (which includes this Agreement)

Part C2 : Pricing Data

Part C3 : Scope of Work

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto, as listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall, within two weeks after receiving a completed copy of this Agreement including the Schedule of Deviation (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of the obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor), within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties,

For the **Employer**:

Signature .....

Name .....

Capacity .....

Name and address of organisation:

.....  
.....

Name and signature of witness:

Signature .....  
Name .....  
Date .....

### 3. SCHEDULE OF DEVIATIONS

#### Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents, and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the contract.

1. Subject

.....

Details

.....

2. Subject

.....

Details

.....

3. Subject

.....

Details

.....

4. Subject

.....

Details

.....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the Tenderer

.....  
.....  
.....

Name and address of organization

.....  
.....  
  
.....  
.....  
.....

For the Employer

Signature(s) .....  
Name(s) .....  
Capacity .....

Name and address of organization

.....  
.....  
  
Witness Signature .....  
Witness Name .....  
Date .....

## **SALDANHA BAY MUNICIPALITY**

### **APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR SALDANHA BAY MUNICIPALITY FOR A PERIOD ENDING 30 JUNE 2028**

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

The .....(day) of .....(month), 20.....(year)

at.....(place)

For the Contractor:

Signature.....

Name.....

Capacity.....

Signature and name of witness:

Signature.....

Name.....



## **Contract Data - (Part C1.2)**

### **1. CONDITIONS OF CONTRACT**

#### **1.1. Standard Professional Services Contract**

The **Standard Professional Services Contract (Third Edition, July 2009)** published by the Construction Industry Development Board is applicable to this.

Copies of these Conditions of Contract may be obtained from the Construction Industry Development Board's website **[www.cidb.org.za](http://www.cidb.org.za)**.

#### **PART 1: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this Contract:

| Clause        | Description                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1.            | The Employer is the <b>SALDANHA BAY MUNICIPALITY</b> .                                                                                                                                                                                                                                                                                                                                    |                                                                                              |
| 1.            | The tender is for the procurement of A SERVICE PROVIDER TO CALCULATE <b>THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DCs POLICY AND BYLAW</b> .                                                                                                                                                                                              |                                                                                              |
| 3.4 and 4.3.2 | The Authorized and Designated representative of the Employer is:<br><b>Municipal Manager or Director: IPS</b>                                                                                                                                                                                                                                                                             |                                                                                              |
|               | The Employer's address for receipt of communications is:                                                                                                                                                                                                                                                                                                                                  |                                                                                              |
|               | <b>Physical address:</b><br>15 Main Road<br>Investment Centre<br>Vredenburg<br>7380                                                                                                                                                                                                                                                                                                       | <b>Postal address:</b><br>SALDANHA BAY MUNICIPALITY<br>Private Bag X12<br>Vredenburg<br>7380 |
|               | <b>Telephone: 022 701 7113</b><br><b>Email: <a href="mailto:mun@sbm.gov.za">mun@sbm.gov.za</a></b>                                                                                                                                                                                                                                                                                        |                                                                                              |
|               | <b>Telephone: 022 701 7052/ 7118</b><br><b>Email: <a href="mailto:rene.toesie@sbm.gov.za">rene.toesie@sbm.gov.za</a> / <a href="mailto:cliff.carelse@sbm.gov.za">cliff.carelse@sbm.gov.za</a></b>                                                                                                                                                                                         |                                                                                              |
| 3.6           | The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.                                                                                                                                                                                                                               |                                                                                              |
| 4.7           | Add:<br>The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Tenderer.                                                                                                                                                                                            |                                                                                              |
| 5.5           | The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:<br><br>1. Appointing Sub Consultants for the performance of any part of the Services.<br><br>2. Three (3) written quotations must be submitted to Employer for approval before any commencement of services rendered by sub-contractor or sub-consultant. |                                                                                              |

| Clause | Description                                                                                    |
|--------|------------------------------------------------------------------------------------------------|
| 9.1    | Copyright of documents prepared for the Project shall be vested with SALDANHA BAY MUNICIPALITY |

**PART 2: DATA PROVIDED BY THE SERVICE PROVIDER**

| Clause | Description                                                              |                 |
|--------|--------------------------------------------------------------------------|-----------------|
| 5.3    | The authorized and designated representative of the Service Provider is: |                 |
|        | Name:                                                                    |                 |
|        | The Service Provider's address for receipt of communications is          |                 |
|        | Physical address:                                                        | Postal address: |
|        |                                                                          |                 |
|        |                                                                          |                 |
|        |                                                                          |                 |
|        | Telephone:                                                               |                 |
|        | Fax:                                                                     |                 |
|        | E-mail:                                                                  |                 |

## **OBJECTIONS AND COMPLAINTS FORM (Part C1.3)**

### (1) Details of Objector/Complainant

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender: \_\_\_\_\_

### Other Party's Details (If any)

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender: \_\_\_\_\_

Description of Issue[s] in Dispute: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Documents Attached

---

**DETERMINATION SOUGHT IN RESPECT OF OBJECTION OR COMPLAINT**

---

Form submitted by:

Name:

---

Signature

---

Position:

---

Date:

---

## PRICING DATA (Part C2)

**ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.**

### **PART C2**

Part C2.1      Pricing Instructions

## **PRICING INSTRUCTIONS - Part C2.1**

### **C.2.1 PRICING INSTRUCTIONS AND SCHEDULE**

Clause 5.2 (Use of consultants) in the Cost Containment Policy of Council approved on 29 May 2025 (R8/5-25) stipulates the following:

*Consultants may only be remunerated at the rates equal to or below those –*

- a) determined in the “Guidelines on fees for audits done on behalf of the Auditor-General South Africa”, issued by the South African Institute of Chartered Accountants (SAICA);*
- b) set out in the “Guide on Hourly Fee Rates for Consultants”, by the Department of Public Service and Administration (DPSA); or*
- c) prescribed by the body regulating the profession of the consultant i.e. ECSA guidelines.*

Fees included in the pricing schedule is based on the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000 and Government Gazette No. 44333, 26 March 2021, capped by the DPSA rates and other applicable rates.

All tenderers who score 70% (see Functionality) and above for functionality criteria will be evaluated in terms of price and the preference point system as included in the Preferential Procurement Policy of Council approved on 29 May 2025 (R8/5-25).

To be able to determine comparative prices, it is compulsory for the bidder to complete sections 2.1 to 2.10, Expenses and costs (other additional services), Expenses and costs (Ad-hoc matters) and Expenses and costs (recoverable expenses).

All bidders must both submit a written price proposal by completing the information below, and the Excel spreadsheet that has the appropriate formulas, and it must agree. The Excel spreadsheet price proposal must be summited on a memory device and must be handed in together with the bid proposal at the closing date.

**Pricing schedule completed in writing and signed off will govern.**

**NON-COMPLETION OF THE ABOVE SECTIONS WILL RENDER THE BIDDER NON-RESPONSIVE.**

| PRICING SCHEDULE - CALCULATION OF DEVELOPMENT CHARGES UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES |                     |                   |
|---------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|
|                                                                                                                     |                     |                   |
| Tender Number:                                                                                                      | SBM 11/25/26        |                   |
| Description:                                                                                                        | Development Charges |                   |
|                                                                                                                     |                     |                   |
| Engineering Categories and DPSA rates:                                                                              |                     |                   |
| Category as per par. 4.2(2) and 4.2(3) of ECSA guideline                                                            | DPSA Salary band    | DPSA fee per hour |
| Category A {4.2(3)(a)(i)}                                                                                           | 15                  | R 3,080.04        |
| Category B {4.2(3)(a)(i)}                                                                                           | 14                  | R 2,150.53        |
| Category C {4.2(3)(a)(ii)}                                                                                          | 12                  | R 1,482.21        |
| Category D {4.2(3)(a)(iii)}                                                                                         | 11                  | R 1,250.67        |
|                                                                                                                     |                     |                   |
| Fuel (Department of Transport: Category D cent per kilometre)                                                       |                     |                   |
| Petrol                                                                                                              |                     | Cent / km         |
| Up to 1550                                                                                                          |                     | 427.60            |
| 1550-1950                                                                                                           |                     | 459.80            |
| 1951-2150                                                                                                           |                     | 533.70            |
| 2151-2500                                                                                                           |                     | 606.40            |
| 2501-3500                                                                                                           |                     | 775.40            |
| Greater than 3500                                                                                                   |                     | 897.60            |
|                                                                                                                     |                     |                   |
| Diesel                                                                                                              |                     | Cent / km         |
| Up to 2150                                                                                                          |                     | 569.40            |
| 2151-2500                                                                                                           |                     | 709.90            |
| 2501-3500                                                                                                           |                     | 748.50            |
| Greater than 3500                                                                                                   |                     | 884.40            |
|                                                                                                                     |                     |                   |
| Recoverable Expenses (Department of Public Works)                                                                   |                     |                   |
| Paper size                                                                                                          |                     | Fee               |
| A4 Black on White                                                                                                   |                     | R 0.95            |
| A4 Coloured                                                                                                         |                     | R 1.35            |
| A3 Black on White                                                                                                   |                     | R 2.35            |
| A3 Coloured                                                                                                         |                     | R 2.70            |
| A2                                                                                                                  |                     | R 19.95           |
| A1                                                                                                                  |                     | R 28.80           |
| A0                                                                                                                  |                     | R 44.30           |
| Binder Set A4                                                                                                       |                     | R 28.80           |
| Binder Set A3                                                                                                       |                     | R 37.70           |
| *Duplicating/Print in Colour A4                                                                                     |                     | R 9.40            |
| *Duplicating/Print in Colour A3                                                                                     |                     | R 15.50           |
| *Payable only upon prior written approval by SBM                                                                    |                     |                   |
| To be calculated during evaluation                                                                                  |                     |                   |
| Project lead will be responsible to sign-off on each stage under Services.                                          |                     |                   |

*Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).*

*All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.*

| Services                                                           | Consultant: Fee and hours |       |       |                |
|--------------------------------------------------------------------|---------------------------|-------|-------|----------------|
|                                                                    | Fee per hour              | Hours | Total | Percentage (%) |
| <b>2.1 Inception Report</b>                                        |                           |       |       |                |
| Engineering Category A                                             |                           |       |       |                |
| Engineering Category B                                             |                           |       |       |                |
| Engineering Category C                                             |                           |       |       |                |
| Engineering Category D                                             |                           |       |       |                |
| <b>Subtotal</b>                                                    |                           |       |       |                |
| Percentage (%) allocated for this service                          |                           |       |       |                |
|                                                                    |                           |       |       |                |
| <b>2.2 Bulk and External Services Costing Reports and Drawings</b> |                           |       |       |                |
| Engineering Category A                                             |                           |       |       |                |
| Engineering Category B                                             |                           |       |       |                |
| Engineering Category C                                             |                           |       |       |                |
| Engineering Category D                                             |                           |       |       |                |
| <b>Subtotal</b>                                                    |                           |       |       |                |
| Percentage (%) allocated for service                               |                           |       |       |                |
|                                                                    |                           |       |       |                |
| <b>2.3 Unit cost tables and Engineering Cost Summary</b>           |                           |       |       |                |
| Engineering Category A                                             |                           |       |       |                |
| Engineering Category B                                             |                           |       |       |                |
| Engineering Category C                                             |                           |       |       |                |
| Engineering Category D                                             |                           |       |       |                |
| <b>Subtotal</b>                                                    |                           |       |       |                |
| Percentage (%) allocated for this service                          |                           |       |       |                |
|                                                                    |                           |       |       |                |
| <b>2.4 Excel DC Calculator</b>                                     |                           |       |       |                |
| Engineering Category A                                             |                           |       |       |                |
| Engineering Category B                                             |                           |       |       |                |
| Engineering Category C                                             |                           |       |       |                |
| Engineering Category D                                             |                           |       |       |                |
| <b>Subtotal</b>                                                    |                           |       |       |                |
| Percentage (%) allocated for this service                          |                           |       |       |                |



*Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).*

*All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.*

| Services                                         | Consultant: Fee and hours |       |       |                |
|--------------------------------------------------|---------------------------|-------|-------|----------------|
|                                                  | Fee per hour              | Hours | Total | Percentage (%) |
| <b>2.5 Review of Development Charges Policy</b>  |                           |       |       |                |
| Engineering Category A                           |                           |       |       |                |
| Engineering Category B                           |                           |       |       |                |
| Engineering Category C                           |                           |       |       |                |
| Engineering Category D                           |                           |       |       |                |
| <b>Subtotal</b>                                  |                           |       |       |                |
| Percentage (%) allocated for this service        |                           |       |       |                |
|                                                  |                           |       |       |                |
| <b>2.6 Drafting a Development Charges By-law</b> |                           |       |       |                |
| Engineering Category A                           |                           |       |       |                |
| Engineering Category B                           |                           |       |       |                |
| Engineering Category C                           |                           |       |       |                |
| Engineering Category D                           |                           |       |       |                |
| <b>Subtotal</b>                                  |                           |       |       |                |
| Percentage (%) allocated for this service        |                           |       |       |                |
|                                                  |                           |       |       |                |
| <b>2.7 Development Engineering Agreements</b>    |                           |       |       |                |
| Engineering Category A                           |                           |       |       |                |
| Engineering Category B                           |                           |       |       |                |
| Engineering Category C                           |                           |       |       |                |
| Engineering Category D                           |                           |       |       |                |
| <b>Subtotal</b>                                  |                           |       |       |                |
| Percentage (%) allocated for this service        |                           |       |       |                |
|                                                  |                           |       |       |                |
| <b>2.8 Development Conditions</b>                |                           |       |       |                |
| Engineering Category A                           |                           |       |       |                |
| Engineering Category B                           |                           |       |       |                |
| Engineering Category C                           |                           |       |       |                |
| Engineering Category D                           |                           |       |       |                |
| <b>Subtotal</b>                                  |                           |       |       |                |
| Percentage (%) allocated for this service        |                           |       |       |                |

*Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).*

*All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.*

| Services                                                         | Consultant: Fee and hours                |                     |                                   |                |
|------------------------------------------------------------------|------------------------------------------|---------------------|-----------------------------------|----------------|
|                                                                  | Fee per hour                             | Hours               | Total                             | Percentage (%) |
| <b>2.9 Financial and Legal Compliance Report</b>                 |                                          |                     |                                   |                |
| Engineering Category A                                           |                                          |                     |                                   |                |
| Engineering Category B                                           |                                          |                     |                                   |                |
| Engineering Category C                                           |                                          |                     |                                   |                |
| Engineering Category D                                           |                                          |                     |                                   |                |
| <b>Subtotal</b>                                                  |                                          |                     |                                   |                |
| Percentage (%) allocated for this service                        |                                          |                     |                                   |                |
|                                                                  |                                          |                     |                                   |                |
| <b>2.10 Ad-hoc Reports</b>                                       |                                          |                     |                                   |                |
| Engineering Category A                                           |                                          |                     |                                   |                |
| Engineering Category B                                           |                                          |                     |                                   |                |
| Engineering Category C                                           |                                          |                     |                                   |                |
| Engineering Category D                                           |                                          |                     |                                   |                |
| <b>Subtotal</b>                                                  |                                          |                     |                                   |                |
| Percentage (%) allocated for this service                        |                                          |                     |                                   |                |
|                                                                  |                                          |                     |                                   |                |
| <b>Expenses and costs (other additional services)</b>            |                                          |                     |                                   |                |
| <i>To be provided by tenderer</i>                                | <b>Cost Estimate by the Municipality</b> | <b>Mark-up in %</b> | <b>Cost Estimate plus Mark-up</b> |                |
| Finance Services Professional (Chartered Accountant SA - CA(SA)) | R 72,000.00                              |                     |                                   |                |
| Town planning                                                    | R 72,000.00                              |                     |                                   |                |
| Legal Services                                                   | R 72,000.00                              |                     |                                   |                |
| Add Other Specialist Services if applicable                      |                                          |                     |                                   |                |
| Add Other Specialist Services if applicable                      |                                          |                     |                                   |                |
| Add Other Specialist Services if applicable                      |                                          |                     |                                   |                |
| Add Other Specialist Services if applicable                      |                                          |                     |                                   |                |
| <b>Total for Other Additional Services</b>                       |                                          |                     |                                   |                |
| Percentage (%) allocated for this cost                           |                                          |                     |                                   |                |

| Expenses and costs (travel cost)                                                                                                  |                                            |                           |                             |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------|-----------------------------|
| <i>To be provided by tenderer</i>                                                                                                 | Fee - See cent / km table above            | Kilometres                | Cost Estimate (By Tenderer) |
| Engineering Category A                                                                                                            |                                            |                           |                             |
| Engineering Category B                                                                                                            |                                            |                           |                             |
| Engineering Category C                                                                                                            |                                            |                           |                             |
| Engineering Category D                                                                                                            |                                            |                           |                             |
| <b>Total for Ad-hoc matters</b>                                                                                                   |                                            |                           |                             |
| Percentage (%) allocated for this cost                                                                                            |                                            |                           |                             |
| <i>Travelling Rate per km for various categories of professionals should not exceed Department of Transport prescribed rates.</i> |                                            |                           |                             |
|                                                                                                                                   |                                            |                           |                             |
| Expenses and costs (recoverable expenses)                                                                                         |                                            |                           |                             |
| <i>Refer to ECSA Guideline 26 March 2021 (clause 4.5.2)</i>                                                                       | Fee - See Recoverable expenses table above | Estimated number of pages | Cost Estimate               |
| A4 Black on White                                                                                                                 |                                            |                           |                             |
| A4 Coloured Paper                                                                                                                 |                                            |                           |                             |
| A3 Black on White                                                                                                                 |                                            |                           |                             |
| A3 Coloured Paper                                                                                                                 |                                            |                           |                             |
| A2                                                                                                                                |                                            |                           |                             |
| A1                                                                                                                                |                                            |                           |                             |
| A0                                                                                                                                |                                            |                           |                             |
| Binder Set A4                                                                                                                     |                                            |                           |                             |
| Binder Set A3                                                                                                                     |                                            |                           |                             |
| *Duplicating/Print in Colour A4                                                                                                   |                                            |                           |                             |
| *Duplicating/Print in Colour A3                                                                                                   |                                            |                           |                             |
| Lump Sum for other Disbursements depending on the size of the project (refer to ECSA, 26 March 2021 - 4.5(2)(c) & (f))            |                                            |                           |                             |
| <b>Total for Recoverable Expenses</b>                                                                                             |                                            |                           |                             |
| Percentage (%) allocated for this cost                                                                                            |                                            |                           |                             |
| <i>*Payable only upon prior written approval by SBM</i>                                                                           |                                            |                           |                             |

| <b>TENDER PRICE</b>                                         |          |          |
|-------------------------------------------------------------|----------|----------|
| <b>Type of service or cost</b>                              | <b>%</b> | <b>R</b> |
| 2.1 Inception Report                                        |          |          |
| 2.2 Bulk and External Services Costing Reports and Drawings |          |          |
| 2.3 Unit cost tables and Engineering Cost Summary           |          |          |
| 2.4 Excel DC Calculator                                     |          |          |
| 2.5 Review of Development Charges Policy                    |          |          |
| 2.6 Drafting a Development Charges By-law                   |          |          |
| 2.7 Development Engineering Agreements                      |          |          |
| 2.8 Development Conditions                                  |          |          |
| 2.9 Financial and Legal Compliance Report                   |          |          |
| 2.10 Ad-hoc Reports                                         |          |          |
| Expenses and costs (other additional services)              |          |          |
| Expenses and costs (travel cost)                            |          |          |
| Expenses and costs (recoverable expenses)                   |          |          |
| <b>TOTAL (excluding VAT)</b>                                |          |          |
| <b>15% VAT</b>                                              |          |          |
| <b>TOTAL (including VAT)</b>                                |          |          |

## SCOPE OF WORK (Part C3)

**ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.**

### **PART C3**

Part C3.1 Description of Works

## **DESCRIPTION OF WORKS – PART C3.1**

### **1. Purpose**

Saldanha Bay Municipality seeks to appoint a multidisciplinary team of professional consultants to develop a comprehensive, legally compliant, and spatially defensible Development Charges (DC) system. The system must include the reviewing of the existing Development Charges Policy, drafting of a new By-law, Develop a DC Excel Calculator, Development Agreements Framework, and Bulk Services Drawings, in accordance with the following frameworks:

- The Municipal Fiscal Powers and Functions Act (Act 12 of 2007) and the Development Charges Regulations (2022);
- The Municipal Finance Management Act (Act 56 of 2003);
- The Municipal Systems Act (Act 32 of 2000);
- The Spatial Planning and Land Use Management Act (SPLUMA, Act 16 of 2013) and relevant provincial legislation (e.g. LUPA 2014);
- National Treasury's Development Charges Policy Framework and Implementation Guidelines (2022);
- The City Infrastructure Delivery and Management System (CIDMS, 2019); and
- Relevant engineering design standards (COTO SAGDG 2023, Red Book 2022, TMH, TRH, SANS)

The aim is to enable the Municipality to recover fair, transparent, and proportional infrastructure costs from development in compliance with legislation and aligned with its Spatial Development Framework (SDF) and long-term capital investment planning.

### **2. Scope**

The appointed consultant must prepare, integrate, and deliver all technical, legal, financial, and policy components required for implementation of a development charges system, including all supporting drawings, data and documentation.

#### **2.1 Inception Report**

An inception report *must* be drafted after consultation with Saldanha Bay Municipality, and must include the following as a minimum:

- Project understanding, objectives, and approach;
- Comprehensive review of applicable legislation, regulations and bylaws
- Legislative and institutional framework alignment;
- Detailed project workplan and Gantt chart;
- Data requirements and gap analysis in existing municipal policies and approval procedures;
- Evaluate the Municipality's financial systems, billing mechanisms, and accounting readiness;
- Identify gaps in GRAP compliance and MFMA integration;
- Stakeholder engagement plan;
- Risk register and quality assurance plan; and
- Communication protocol and progress reporting schedule.

## **2.2 Bulk and External Services Costing Reports and Drawings**

The consultant shall identify and cost all municipal bulk and external infrastructure by service:

- Roads;
- Water;
- Sewer;
- Stormwater Management;
- Solid Waste; and
- Electricity.

The consultant shall identify all non-municipal infrastructure within the municipal area, including:

- Provincial roads;
- Engineering infrastructure;
- Eskom networks; and
- Provincial health, education, or housing infrastructure affecting service demand.

For each of these, determine ownership, management responsibility, and the implications for DC cost recovery and Development Agreements.

The consultant shall develop a register of non-municipal infrastructure with recommendations for:

- How such assets should be treated in DC calculations;
- Protocols for coordination with Provincial and National departments; and
- References in land development comments or development agreements.

For each development area or growth node in the current SDF, provide:

- A description of its land use and development potential;
- Assessment of existing bulk service capacity and constraints;
- Identification of required upgrades and new infrastructure per service;
- Cost estimates, phasing (short/medium/long term), and responsible authority (municipal/provincial/national).

The consultant shall produce Bulk Services Drawings showing:

- Existing and proposed bulk infrastructure per Engineering service;
- Catchments, service zones, and linkages to SDF growth nodes;
- Non-municipal infrastructure (provincial, SANRAL, DWS, Eskom) clearly indicated; and
- Phasing and priority of infrastructure investments.

Deliver all drawings in CAD/PDF and GIS (SHP/GPKG) formats, geo-referenced to cadastral data.

## 2.3 Unit cost tables and Engineering Cost Summary

The determination of unit costs for Development Charges (DCs) relating to engineering and services shall align with the National Treasury's Policy Framework for Municipal Development Charges (as amended).

The methodology can be broadly summarised as follows:

- Planning horizon: Identify a future planning period (e.g., 5 years).
- Service demand assessment: Use town-planning scenarios and engineering master planning to determine the additional services required to ensure that, at the end of the planning horizon, the combined capacity of existing and future infrastructure matches the projected number of consumption units (current plus future demand). Where master planning does not exist, framework-level assumptions must be developed and approved by the Municipality to identify bulk engineering services (e.g., roads, stormwater). Where master planning is available, it must be applied to reflect bulk engineering service requirements.
- Inclusion of undeveloped land: All undeveloped mother erven, remainders identified in the latest Spatial Development Framework (SDF), and undeveloped properties with land-use rights that could require bulk engineering services (e.g., commercial, industrial, or business uses) must be included in determining bulk service requirements and DC calculations. The potential demand for bulk and link services of each undeveloped erf must be briefly assessed and documented.
- Cost estimation: Estimate the replacement cost of existing infrastructure and the present-day cost of future infrastructure, as if all were to be constructed currently.
- Consumption units: Determine the number of consumption units that the total infrastructure (existing and planned) will serve, comprising both current and projected demand.
- Unit cost calculation: Derive the unit cost by dividing the total infrastructure cost by the number of consumption units.

Development charge calculation: Calculate the DC applicable to a specific development by multiplying the net additional consumption demand of that development by the unit consumption cost factor.

The consultant shall:

- Compile detailed unit cost tables per Engineering service type and per Town area and for the municipal area as a whole; and
- Provide escalation methodology to be followed annually, contingencies, and update procedures.
- The engineering services include the following:
  - Water
  - Sewerage
  - Electricity
  - Stormwater
  - Solid Waste
  - Municipal Roads
- The Towns are:
  - Saldanha Bay;
  - Vredenburg;
  - Langebaan;
  - St Helena Bay;
  - Paternoster;



- Jacobs Bay;
- Hopefield; and
- Secondary development nodes

## **2.4 Develop an Excel DC Calculator**

- Using the National Treasury DC calculator, the consultant is to input all data determined from the analysis of Saldanha Bay Municipality's bulk engineering services integrating: Service-specific infrastructure replacement costs;
- ERU/demand conversion methodology;
- Town-based spatial allocation with a combination option of all the towns;
- Sensitivity testing and escalation factors; and
- Build-in user manual and conduct 1 training session for officials.

## **2.5 Review Development Charges Policy**

The consultant shall review the current DC policy covering, *inter alia*,:

- Objectives, scope, definitions and guiding principles;
- Cost allocation, exemptions, credits, and offsets;
- Payment timing, escalation, and review cycle;
- Governance structure and reporting obligations;
- Specify when development agreements are required and their timing;
- How development agreements interact with DC credits, offsets, guarantees; and
- Procedures for enforcement and security.

## **2.6 Drafting a Development Charges By-law**

The consultant shall draft a by-law that gives legal effect to the DC Policy and model.

The by-law must include procedural clauses for:

- Imposition and collection of charges;
- Payment timing, refunds, and appeals;
- Penalties, interest, and exemptions;
- Incorporate Development Agreement schedules and standard clauses; and
- Ensure alignment with relevant legislation.

## **2.7 Development Engineering Agreements**

The consultant shall review completeness of the current Draft Bulk Engineering Agreement used by the municipality, and where relevant, amend or add agreements as required. Overall the consultant must:

- Define the agreements timing within the land-use approval process (post-approval, pre-clearance, or pre-construction);
- Provide a process flowchart linking payment triggers, guarantees, and approval steps;
- Ensure compliance with legislation;

- Incorporate non-municipal infrastructure interfaces;
- Define when the Municipality must refer developers to other authorities;
- Provide standard coordination clauses for joint approvals or service connections; and
- Specify how non-municipal assets are treated when giving engineering comments or drafting agreements.

## **2.8 Development Conditions**

The consultant shall provide draft standardised engineering comment templates and model conditions that identify Development Charges applicability, Development Charges requirements and non-municipal infrastructure implications

## **2.9 Financial and Legal Compliance Report**

The consultant shall draft a Financial and Legal Compliance report to ensure that Saldanha Bay Municipality's Development Charges (DC) Policy and By-law are financially sound, legally defensible, and compliant with all relevant national and municipal legislation, regulations, and standards. The appointed consultants must produce comprehensive Financial and Legal Compliance Reports that will accompany the revision of the DC Policy and By-law.

The consultant shall:

- Verify that the DC Policy complies with the Municipal Fiscal Powers and Functions Act (Act 12 of 2007), its Development Charges Regulations (2022), the Municipal Finance Management Act (MFMA, Act 56 of 2003), and other applicable legislation;
- Demonstrate financial alignment with the Municipal Budget, Capital Investment Framework (CIF), Integrated Development Plan (IDP), and mSCOA requirements;
- Provide a transparent and defensible basis for determining, implementing, and managing Development Charges in the Municipality;
- Ensure that bylaw and policy processes for the administration, collection, allocation, and spending of DC funds comply with financial and legal governance requirements.

## **2.10 Ad-hoc Reports**

The consultant shall provide ad hoc support reports throughout the assignment to assist the Municipality in resolving project-specific issues, queries, or stakeholder requests that arise outside the main deliverables.

These include, but are not limited to:

### **(a) Engineering Ad Hoc Reports**

- Hydraulic or capacity checks for individual bulk service components
- Intersection or access assessments related to provincial roads
- Verification of as-built or proposed drawings submitted by developers
- Input into service connection or phasing disputes

### **(b) Financial Ad Hoc Reports**

- Cost allocation or offset verification for site-specific developments
- Annual escalation calculations of Engineering Services unit costs
- Cash-flow or audit support reports for DC accounting

**(c) Planning and Legal Ad Hoc Reports**

- Interpretation of SDF or zoning amendments affecting DC areas
- Review of development applications requiring additional Development agreement provisions
- Legal clarification memoranda for Council or Provincial submissions

All ad hoc tasks shall be performed **on an hourly basis** approved in writing by the Municipality before commencement, and shall form part of the professional services under this contract.

**3. Further information relating to this tender**

Further electronic information can be downloaded from the following link:

<https://www.dropbox.com/scl/fo/nctfa2djrde6uozm55f3/AN-wSWdpRoSQqF7ztoVqJmM?rlkey=ja8zj085nk0sds0vzke999e7m&st=ypzqvmxx&dl=0>

**ANNEXURE 1**

**AUTHORITY OF SIGNATORY**

## **ANNEXURE 2**

### **KEY PERSONNEL (CV'S)**

## **ANNEXURE 3**

### **PREVIOUS EXPERIENCE**

**ANNEXURE 4**

**APPROACH AND METHODOLOGY /  
WORKPLAN**

**ANNEXURE 5**

**B-BBEE STATUS LEVEL**



## **ANNEXURE 6**

### **MUNICIPAL INFORMATION**

**ANNEXURE 7**

**VALID TAX CLEARANCE CERTIFICATE**

**ANNEXURE 8**  
**RECORD OF ADDENDA**

## **ANNEXURE 9**

### **COMPANY PROFILE**

**ANNEXURE 10**

**COMPANY REGISTRATION & SHAREHOLDING**

**ANNEXURE 11**

**ATTENDANCE REGISTER AND CLARIFICATION  
MEETING MINUTES**