



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

PANEL OF CIVIL ENGINEERS

BID NO: 04/2022

MN: 342/2021

NAME & ADDRESS OF BIDDER

Name: _____

Tel: _____

Address: _____

Fax: _____

Cell: _____

E-mail: _____

Postal code: _____

**REQUEST FOR PROPOSAL FOR PANEL OF CIVIL ENGINEERING
CONSULTANTS FOR A PERIOD OF THREE (3) YEARS**

TENDER NUMBER:

COMPANY NAME _____

ADDRESS: _____

CONTACT NO.: _____

FAX: _____

CLOSING DATE:

ISSUED BY:
UMDONI MUNICIPALITY
P.O. BOX 19
SCOTTBURGH
4180
TELEPHONE: 039 976 1202
FAX: 039 976 2194

PART T1

TENDERING PROCEDURES

T1.1

TENDER NOTICE AND INVITATION TO TENDER

REQUEST FOR PROPOSAL FOR PANEL OF CIVIL ENGINEERING CONSULTANTS FOR A PERIOD OF THREE (3) YEARS

Umdoni Municipality is in the process of compiling a database of credible professional service providers. To this end, tenders are hereby invited from professional service providers in the field of **Civil Engineering** to be in the database for a period of **three years**. Details of all forms to be filled, proposals to be submitted and procedures to be followed for adjudication in order to qualify for inclusion in the database are contained in the tender document.

Bid documents, clearly marked with bid name and bid number must be deposited **not later than 12:00 on the 15 OCTOBER 2021** in the tender box inside the reception area of UMDONI MUNICIPALITY situated at Cnr of Bram Fischer and Williamson Street, Scottburgh, KwaZulu Natal, 4180, South Africa. The name and address of the bidder must be clearly written on the sealed envelope containing the bid. Umdoni Municipality will not take responsibility for documents delivered or collected via courier services. Bids shall be valid for a period of 120 days after closing date. **Late bids or Bids received by way of facsimile or e-mail will under no circumstances be considered.**

There will be no **compulsory** briefing meeting but enquiries will be attended via emails only and must be addressed to SCM and Technical Services from the 27 SEPTEMBER 2021 till the 08 OCTOBER 2021 and responses will be done via emails.

Enquiries of Technical nature should be directed to Mr. S Xulu, Technical Services on 039 976 1324 or sandilex@umdoni.gov.za and Enquiries pertaining to Supply Chain Management should be directed to Mr. D Nyathi, Financial Services on 039 976 1202 or davidn@umdoni.gov.za during office hours.

Umdoni Municipality subscribes to the Preferential Procurement Policy Framework Act (Act No.5 of 2000). Bidders are to obtain a minimum 60% of the total functionality points.

Umdoni Municipality does not bind itself to accept the lowest or any bid, either wholly or in part or give any reason for such action.

Mr N Biyase
Acting Municipal Manager
Umdoni Local Municipality

TENDER DATA

Preamble

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of SANS 294-2004, Edition 1.

The Standard Conditions of Tender makes 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.

F.1.1 THE EMPLOYER

Employer:	Umdoni Local Municipality
Contact Person:	Mr Sandile Xulu
Tel. No.:	039 976 1202
Fax No.:	039 976 2194
Email:	sandilex@umdoni.gov.za

F.1.2 TENDER DOCUMENTS

The Tender Document issued by the employer comprises:

- (a) The Tender Document:

THE TENDER

Part T1:Tendering Procedures

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

Part T2:Returnable Documents

- T2.1: List of Returnable Documents
- T2.2: Returnable Schedules

THE CONTRACT

Part C1:Agreements and Contract Data

Not applicable.

Part C2:Pricing Data

Not Applicable.

Part C3:Scope of Work

Part C4:Site Information

Not applicable.

Part C5:Annexures

Not Applicable.

F.1.4 THE EMPLOYER'S AGENT

None.

F.2.1 ELIGIBILITY

Only those tenderers who practice in the field of civil engineering will be eligible to submit tenders.

F.2.7 CLARIFICATION MEETING AND SITE INSPECTION

None.

F.2.12 ALTERNATIVE TENDERS

Not applicable.

F.2.13 SUBMITTING A TENDER OFFER

F.2.13.3 Tender offers shall be submitted as an original only.

F.2.13.5 Delivery of Tender

The Employer's address for delivery of tender offers and identification details to be shown on each tender offer packages are:

Location of tender box: **Umdoni Local Municipality**
Physical address: **Cnr Bram Fischer & Williamson Street**
Identification details: **Panel of Civil Engineering Consultants**

F.2.13.6 A two-envelope procedure will not be followed.
& F.3.5

F.2.15 CLOSING TIME

The closing time for submission of tender offers is:

Time: 12h00

Date: 15 OCTOBER 2021

F.2.16 TENDER OFFER VALIDITY

The Tender Offer validity period is 16 weeks from the closing time for submission of tenders.

F2.19 INSPECTIONS, TESTS AND ANALYSIS

Not applicable.

F.2.22 RETURN OF OTHER TENDER DOCUMENTS

Not applicable.

F.2.23 CERTIFICATES

The tenderer is required to submit all required certificates and registrations as per the Tender Data, only certificates of company owners appearing on the company registration document will be accepted.

F.3.4 OPENING OF TENDER SUBMISSIONS

Tenders will be opened immediately after the closing time and date.

F.3.11 EVALUATION OF TENDER OFFER

The tender offers will be evaluated on compliance and functionality/quality

The procedure for the evaluation of responsive tenders will be as detailed in the following paragraphs.

1. Stage I: Quality

During Stage I, only functionality/quality will be evaluated based upon the table below and only those scoring 60% and above will be retained. A minimum of 8 highest scorers on preference points will be admitted on the 3-year data base.

1.1 Documentation

Valid documents submission	Points allocated	Verification method
Professional registration*		
Engineer	10	Certified copy of ECSA registration certificate
Technologist	8	Certified copy of ECSA registration certificate
Technician	5	Certified copy of ECSA registration certificate
No professional registration	0	Certified copy of ECSA registration certificate
Professional Indemnity (PI)		
R5million and above	10	Certified copy of PI insurance certificate
R3million and above	5	Certified copy of PI insurance certificate
Below R 3000 000.00	3	Certified copy of PI insurance certificate
No PI insurance (R0.00)	0	Certified copy of PI insurance certificate
Company Registration		
Registration with Consulting Engineers South Africa (CESA)	10	Certified copy of registration certificate
No registration	0	Certified copy of registration certificate
Methodology/Approach paper		
Approach paper covered all requirement under item 1.2	5	Approach paper
Approach paper met some of the requirements under item 1.2	3	Approach paper
No approach paper submitted	0	Approach paper
Municipal Infrastructure grant (MIG)		
Understanding of MIG processes	5	MIG statement
Limited understating of MIG processes	3	MIG statement
No submission	0	
Company Experience		
5 or more completed infrastructure projects such as roads, community halls, sport-field and sport complexes etc.	10	Certified copy of appointment letters with corresponding

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		reference letters confirming completion of projects
3 or more completed infrastructure projects such as roads, community halls, sport-field and sport complexes etc.	5	Certified copy of appointment letters with corresponding reference letters confirming completion of projects
Less than 3 completed infrastructure projects such as roads, community halls, sport-field and sport complexes etc.	3	Certified copy of appointment letters with corresponding reference letters confirming completion of projects
No experience	0	No letters

* Only refers to company owners/directors/members appearing on company registration documents. No documents belonging to employees will be accepted for point's allocation.

NB: SAQA verification to be attached if the qualification is from abroad

The company is liable for all risks associated with the project if there is no PI insurance

1.1.1 Definitions

1.1.1.1 PI Insurance: The professional Indemnity Insurance carried by professional services provider (PSP) with an amount of R5 000 000 as a minimum. The insurance must remain valid for a period of three years or until the tenderer is removed from the database. In other words, the PSP must keep it active from the date of acceptance into the database until three years or till removed from the database. The tenderer shall provide proof by way of schedule or a letter from the insurers or brokers certifying that the tenderer is covered.

1.1.1.2 Tax Clearance Certificate: The Tax Clearance Certificate (TCC) as obtained from the South African Receiver of Revenue (SARS) must be kept valid for the period during which the tenderer remains in the database.

1.1.1.3 Professional Registration: A certified copy of proof of professional registration in the categories of engineer, technologist or technician.

1.1.1.4 Unregistered: A person who is not professionally registered will need to submit academic qualifications proving that he/she has an appropriate qualification in the categories reflected. Only certified copies will be acceptable.

1.1.1.5 Company Registration: A certified copy of the company registration showing the names of the directors/members/shareholders and the number of shares owned by directors. In the event of a CC, it will be the interest of a member.

1.1.1.6 Company Profile: A company profile listing, among others, projects which have been undertaken in the past which can also be traced by the employer.

1.1.2 Conditions associated with granting of points

The tenderer must submit, as a minimum, certified copies of certificates and registrations. Only the company profile and PI insurance proof will not need to be certified. However, the employer reserves the right to verify the validity of the PI insurance. Consequently, the contact details of the insurers (or brokers) in the case of PI, should be provided.

1.2 Approach Paper

The Approach Paper must respond to the proposed Scope of Work (Construction of Community Halls, Paved and Unpaved Roads, Sport fields and Low Level Rural Bridges) and outline the proposed approach/methodology. Accordingly, this portion of the Approach Paper should clearly articulate:

- a) the Contract deliverables as understood by the Tenderer;
- b) the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach (for instance, the methods of interpreting available data, carrying out investigation, analyses, and studies; and comparing alternative solutions);
- c) the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them;
- d) the Tenderer's approach to Skills Transfer, with particular reference to what type of skills transfer will take place and who the particular recipients will be; and
- e) the paper must also discuss the quality control measures.

1.3 Municipal Infrastructure Grant Processes

By Municipal Infrastructure Grant (MIG) processes is meant what the Tenderer understands about them. The proposed or discussed process should indicate the depth of understanding of the logical flow of the process. It should indicate the stakeholders associated with the process in a very logical manner.

2.1 Acceptance of Tender offer

The tender will only be accepted on condition that:

- (a) The tenderer or competent authorized representative of the service provider who submitted the tender has attended the compulsory clarification meeting or site inspection.
- (b) A compulsory enterprise questionnaire, filled in and signed by the authorized person, is included with his tender submission.
- (c) The tenderer is not in arrears for more than 3 months with municipal rates/valid certified lease agreement.

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- (d) A valid original Tax Clearance Certificate and Pin sheet is included with the tender.
- (e) 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.
- (f) The tenderer has not:
 - (i) Abused the Employees Supply Chain Management System: or
 - (ii) Failed to perform on any previous contract and has been given a written termination letter
- (g) A tenderer has attached proof of purchasing the tender document
- (h) Certified proof of professional indemnity is attached
- (i) Latest CSD Registration Summary Report is attached
- (j) Company Registration Certificate (with certified I.D copies of Directors) is attached
- (k) Certified copy of BBBEE/Affidavit is attached

ANNEXURE A (Forms)

Form: 1 Tax Clearance Certificate and Pin Sheet.....	12
Form: 2 Record of Addenda to Bid Documents.....	13
Form: 3 Declaration of Interest (MBD4)	14
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Form: 6 Certificate of Independent Bid Determination.....	20
Form: 7 Preferential Procurement Declaration Affidavit.....	21
Form: 8 Declaration of Interest	23
Form: 9 Certificate of Attendance at Pre-Bid Site Visit and Clarification Meeting.....	26
Form: 10 Certificate of Authority for Signatory.....	27
Form: 11 Municipal Clearance Certificate	28
Form: 12 Proof of Purchasing Tender Document.....	29
Form: 13 Professional Indemnity Insurance.....	30
Form 14 Professional registration.....	31
Form 15 Registration with council of engineering.....	32
Form 16 Project Management.....	33
Form17 MIG.....	34
Form 18 Company experience.....	35
Form 19 B-BBEE.....	36
Form 20 Latest CSD Registration Summary Report.....	37

NB: Failure to submit or complete all forms will result in disqualification

TAX CLEARANCE CERTIFICATE AND PIN SHEET

The tenderer shall attach to this page the **Original Valid Tax Clearance Certificate and Pin Sheet**

In the event of a joint venture, each member shall comply with the above requirement.

SIGNED ON BEHALF OF THE TENDERER:

RECORD OF ADDENDA TO BID DOCUMENTS

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this bid offer, amending the bid documents, have been taken into account in this bid offer and is attached hereto.

ADD. NO.	DATE	TITLE OR DETAILS
1		
2		
3		
4		
5		

Please attach all Addenda hereto

SIGNATURE:

DATE:

(Of person authorized to sign on behalf of the bidder)

DECLARATION OF INTEREST (MBD 4)

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

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state² **YES / NO**

3.6.1 If so, furnish particulars.

.....
.....

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

¹

^{2*} MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

1.1.1 If so, furnish particulars.

1.2 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**

3.8.1 If so, furnish particulars.
.....
.....

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

3.9.1 If so, furnish particulars
.....
.....

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

3.10.1 If so, furnish particulars.
.....
.....

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

3.11.1 If so, furnish particulars.
.....
.....

.....
.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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? (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).	Yes	No
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, 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).	Yes	No
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	Yes	No

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	court of law outside the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
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	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

COMPANY REGISTRATION CERTIFICATE

The bidder is to affix to this page a certified copy of Company Registration Certificate (with certified copies of Directors).

CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 10

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 1 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.
- 2 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
1. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

**PREFERENTIAL PROCUREMENT SCHEDULES AND AFFIDAVIT THAT WILL BE
INCORPORATED INTO THE CONTRACT**

PREFERENTIAL PROCUREMENT DECLARATION AFFIDAVIT

IMPORTANT NOTES:

1. *Tenderers with annual total revenue of R5 Million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency.*
2. *Tenderers other than Exempted Micro Enterprises must submit an Original or certified copy of a Valid B-BBEE status level verification certificate substantiating their B-BBEE rating.*
3. *Submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.*
4. *These certificates must be submitted by each Tenderer and, in the case of a Consortium or Joint Venture, by every member of the Consortium or Joint Venture. Any subcontractor(s) nominated for participation in the contract must also submit these certificates.*
5. *False documents and/or information will invalidate the tender.*
6. *The B-BBEE status level attained by the tenderer must be used to determine the number of points contemplated in the table below.*
7. *The said certificates are essential and vital for the evaluation of the tender, and failure to submit these certificates will prejudice the tender and may invalidate it at the discretion of the Employer.*
8. *The information for registration as in the possession of the UMDONI LOCAL MUNICIPALITY will apply.*
9. *It is the Tenderer's responsibility to ensure that the details as submitted to the Municipality are correct.*

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, 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 employed by the principal, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Are you or any person connected with the bidder, employed by the principal?..... **YES/NO**

2.1.2 If so, state particulars.
.....
.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid?..... **YES/NO**

2.2.1 If so, state particulars.
.....
.....

1.1 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?.....**YES/NO**

1.1.1 If so, state particulars.
.....
.....

.....
.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

CERTIFICATE OF ATTENDANCE AT PRE-BID SITE VISIT AND CLARRIFICATION MEETING

This is to certify that (Bidder)

of (address)

..... was presented by the person(s)

Named below:

..... at the compulsory meeting held for all bidders at _____, Umdoni Municipality for Contract No. _____ on _____ 2021, at 10h00.

I/We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the bid documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the bid.

Particulars of person(s) attending the meeting:

Name:.....

Signature:.....

Capacity:.....

Attendance of the above person(s) at the meeting is confirmed by the employer`s representative, namely:

Name:.....

Signature:.....

Capacity:

Date and Time:

Municipal stamp

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to Bidder:

- 1) The signatory for the bidder shall confirm his/her authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors/partners. Alternatively, this form may be used directly. It is deemed that whoever authorizes the signatory has the capacity to commit the tenderer to enter into contracts.
- 2) In the event that the tenderer is a joint venture, a certificate of authority for signatory is required from all members of the joint venture and the designated lead member shall be clearly identified.

By resolution of the board of directors passed at a meeting held on.....

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the bid for Contract No. _____ Request for Panel of Civil Engineering Consultants in Umdoni Local Municipality.

and any contract which may arise there from on behalf of (block capitals)

.....

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY
AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESS:

SIGNATURE

SIGNATURE

NAME (PRINT)

NAME (PRINT)

.....
.....

.....

MUNICIPAL CLEARANCE CERTIFICATE

The bidder is to affix this page with municipal clearance certificate (not older than 3 months).

PROOF OF PURCHASING TENDER DOCUMENT

The bidder is to affix this page with proof of purchasing tender document.

PROFESSIONAL INDEMNITY INSURANCE

The bidder is to affix this page with professional indemnity insurance.

PROFESSIONAL REGISTRATION

The bidder is to affix this page with professional registration.

REGISTRATION WITH COUNCIL OF ENGINEERING (CESA)

The bidder is to affix this page with registration certificate.

PROJECT MANAGEMENT

The bidder is to affix this page with approach paper.

MIG

The bidder is to affix this page with MiG processes.

COMPANY EXPERIENCE

The bidder is to affix this page with appointment letters and reference letters.

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

The bidder is to affix this page with certified copy of B-BBEE certificate/Affidavit.

LATEST CSD REGISTRATION SUMMARY REPORT

The bidder is to affix this page with latest CSD Summary Report.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

.....

.....

.....

.....

R.....

R.....

R.....

R.....

R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

.....

.....

.....

R.....

R.....

R.....

R.....

..... days

..... days

..... days

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

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

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
.....
- 7. Estimated man-days for completion of project
.....
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel: