



NGWATHE LOCAL MUNICIPALITY

NLM: COR 01/04/2026

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

CLOSING DATE:	21 May 2026	TIME	12H00
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NAME OF TENDERER	
TOTAL BID PRICE	R
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TOTAL SPECIFIC GOAL POINTS	
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE: BUDGET AND TREASURY		DIRECTORATE: CORPORATE SERVICES	
MR. RICHARD MALAMULE		MR. TLALI MOTSHOIKHA	
MANAGER: SCM		DIRECTOR: CORPORATE SERVICES	
TEL. NUMBER	056 816 2700	TEL. NUMBER	056 816 2700
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
LIEBENBERGSTREK		TEL. NUMBER	056 816 2700
NGWATHE LOCAL MUNICIPALITY		LIEBENBERGSTREK, PARYS, 9585	

NB: ANY OBJECTIONS OR COMPLAINTS IN RESPECT WITH THIS TENDER SHOULD BE LODGED WITHIN 14 DAYS OF THE ADVERTISEMENT.

BIDDER'S QUESTIONNAIRE

NO.	QUESTION	BIDDER'S RESPONSE
1	Have you initialled all the pages of the BID document?	* YES / NO
2	Have you completed and signed the Returnable Schedules?	* YES / NO
3	Have you completed/signed and submitted all relevant information as requested by the Evaluation Schedules (as and when required) ?	* YES / NO
4	Have you submitted Tax Clearance reference number and tax compliance status pin ?	* YES / NO
5	Have you completed and signed the MBD 4 form - Declaration of Interest?	* YES / NO
6	Have you completed the Questionnaire (MBD 5) regarding the declaration for procurement above R10 million and submitted your Company's latest three years audited financial statements (as and when required) ?	* YES / NO
7	Have you taken note of the contents of part 5 of MBD 6.1 to substantiate your PPPFA rating claims, and have you submitted a Shareholding certificate of your Company to qualify for preference points?	* YES / NO
8	Have you completed and signed the following forms: - MBD 7.1 Form – Contract form for purchase of goods/works? - MBD 7.2 Form - Contract Form for rendering of Services? (as and when required)	* YES / NO
9	Have you completed and signed the MBD 8 – Declaration of bidder's past Supply Chain Management Practices and MBD 9 – Certificate of Independent Bid Determination?	* YES / NO
10	Have you completed the Form of Offer (C1.1) in WORDS as well as in FIGURES ?	* YES / NO
11	Have you completed and signed Part 2 of C 1.2 (Contract Data)?	* YES / NO
12	Have you completed the MBD 3.3 form and carried over your tendered price (Vat inclusive) to Form of offer (C 1.1)?	* YES / NO

* Delete whichever is not applicable

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

NGWATHE LOCAL MUNICIPALITY

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TENDER DOCUMENT

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

SUMMARY FOR TENDER OPENING PURPOSES

DETAILS OF BIDDING ENTITY

NAME OF BIDDING ENTITY:

REGISTRATION NO :

TELEPHONE NUMBER :

FAX NUMBER :

E-mail ADDRESS :

POSTAL ADDRESS :

.....

PHYSICAL ADDRESS :

.....

DATE :

NGWATHE LOCAL MUNICIPALITY

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The following documents must be completed and signed (where applicable) and submitted as a complete set.

Document	
Number	Heading
Part T1	Tendering procedures
T1.1	Tender Notice and Invitation to tender
T1.2	Standard conditions of tender
Part A	Invitation to tender details
Part B	Terms and conditions for bidding
Part T 2	Returnable documents
T2.1	Returnable schedules 1. Schedule 1 : Resolution of Board of Directors 2. Schedule 2 : Resolution of Board of Directors to enter into consortia or JV's 3. Schedule 3 : Special Resolution of Consortia or JV's 4. Schedule 4 : Schedule of proposed sub-contractors 5. Schedule 5 : Commitments of Bidder 6. Schedule 6 : Clarification Meeting Attendance Certificate 7. Schedule 7 : Compulsory enterprise questionnaire
T2.2	Compulsory Municipal tender Documentations 1. MBD 2 : Tax clearance certificate 2. MBD 4 : Declaration of Interest 3. MBD 6.1 : Preference Certificate 4. MBD 7.2 : Contract form-rendering of services 5. MBD 8 : Declaration of bidder's past supply chain management practises 6. MBD 9 : Certificate of Independent Bid Determination

T2.3	<p>Additional mandatory tender documentation</p> <ol style="list-style-type: none"> 1. Company registration certificate (CIPC) 2. Joint Venture Agreement and Power of attorney in case of Joint Ventures. 3. Proof of payment of Municipal Services (which is not more than three (3) months old and not more than ninety (90) days in arrears). If Municipal Services are paid by the Landlord, copy of valid lease agreement and confirmation proof of payment of Municipal Services, or that the account is not (90) days in arrears, must be submitted. 4. PPPFA level of contribution 5. Submission of Company Profile
Part C1	Agreements and contract data
C1.1	Form of offer and acceptance
PART C2	Pricing data
C2.1	Pricing Schedule
PART C3	Scope of work
C3.1	Employer objectives
C3.2	Scope

PART T1: TENDERING PROCEDURES

PART T1.1 TENDER NOTICE AND INVITATION TO TENDER

NGWATHE LOCAL MUNICIPALITY

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

NLM: COR 01 [04/2026]

Acceptable bids will be evaluated in terms of 80/20 Points System as per 2022 Regulations of PPPFA.

Bid documents will be available as from **12H00 on 21 May 2026**, upon payment of a cash non-refundable document fee of R1 500,00 per set, at the Ngwathe Local Municipality, Liebenbergstrek, Parys, 9585.

Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and supporting documents must be sealed and externally endorsed **WITH THE CONTRACT NUMBER AND DESCRIPTION** and placed in the bid box, on the Ground Floor, the Ngwathe Local Municipality, Liebenbergstrek, Parys, 9585 not later than **12H00 on 21 May 2026**. All bids shall hold valid for 90 days, as from the closing date of bids.

Compulsory briefing session: 28 April 2026, Ngwathe Municipal Site Hall, 10:00am

Enquiries must be directed to Mr. BZM Nyembe (ICT Manager) on Tel: 0836648819 or email nyembeb@ngwathe.co.za

Bidders' attention is specifically drawn to the provisions of the bid rules and evaluation criteria which are included in the bid documents. The lowest or any bid will not necessarily be accepted, and the Council reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids. Bids may only be submitted on the documentation provided by the Ngwathe Local Municipality.

The following mandatory information must be submitted together with the tender document:

Company Profile, Tax Clearance reference number and tax compliance status pin, Company Registration Certificate and Proof of Payment for Municipal Services OR Proof of Lease Agreement and all other mandatory documents stated in this Bid Document.

Please note that the non-submission of any of the mandatory documents, will render the Bid invalid.

Bids will be opened in public as soon as possible after the closing date and time. The municipality reserves the right to reject all tenders at any time.

T1.2 STANDARD CONDITIONS OF TENDER

General conditions of contract: Standard conditions of tender

1 General

1.1 Actions

The employer and each Bidder submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

1.2 Proposal/Tender Documents

The documents issued by the employer for the purpose of a proposal/tender offer are listed in the tender data.

1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) Comparative offer means the Bidder's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration

b) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) fraudulent practice means the misrepresentation of the facts in order to influence the proposal/tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels quality (functionality) means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

1.4 Communication and employer's agent

Each communication between the employer and a Bidder shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the employer's agent are stated in the proposal/tender data.

1.5 The employer's right to accept or reject any tender offer

1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative proposal/tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a Bidder for such cancellation and rejection but will give written reasons for such action upon written request to do so.

1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the Bidder

2 Bidder's obligations

2.1 Eligibility

Submit a tender offer only if the Bidder satisfies the criteria stated in the tender data and the Bidder, or any of his principals, is not under any restriction to do business with employer.

2.2 Cost of tendering

Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

2.7 Clarification meeting

Attend, where required, a clarification meeting at which Bidder may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting are stated in the proposal/tender data.

2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The Bidder is advised to seek qualified advice regarding insurance.

2.10 Pricing the proposal/tender offer

2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful Bidder, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data

2.10.4 State the rates and prices in Rand unless instructed otherwise in the proposal/tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

2.11 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the Bidder. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

2.12 Alternative tender offers

2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the Bidder proposes.

2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

2.13 Submitting a tender offer

2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in Mack ink.

2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, 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.

2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data.

The employer will hold all authorized signatories liable on behalf of the Bidder. Signatories for Bidder proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the proposal/tender offer.

2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the Bidder's name and contact address.

2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the Bidder's name and contact address.

2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

2.15 Closing time

2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.

2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

2.16 Tender offer validity

2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (Or both). No change in the competitive position of Bidder or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred Bidder following a competitive selection process, should the Employer *elect* to do so.

2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the Bidder commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the Bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

2.20 Submit securities, bonds, policies, etc.

If requested, submit to the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data

2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

3 The employer's undertakings

3.1 Respond to clarification

Respond to a request for clarification received up to five working days before the tender closing time stated in the proposal/Tender Data and notify all Bidder who drew procurement documents.

3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each Bidder during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a Bidder applies for an extension to the closing time stated in the proposal/Tender Data, the Employer may grant such extension and, shall then notify all Bidder who drew documents.

3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Bidder concerned.

3.4 Opening of tender submissions

3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of Bidder agents who choose to attend at the time and place stated in the tender data. Proposal/Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each Bidder whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

3.5 Two-envelope system

3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open the technical proposal of tenders in the presence of Bidder agents who choose to attend at the time and place stated in the tender data and announce the name of each Bidder whose technical proposal is opened.

3.5.2 Evaluate the quality of the technical proposals offered by Bidder then advice Bidder who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of Bidder, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to Bidder whose technical proposals failed to achieve the minimum number of points for quality.

3.6 Nondisclosure

Not disclose to Bidder, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Bidder.

3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a Bidder to influence the processing of tender offers and instantly disqualify a Bidder (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

3.8 Test for responsiveness

3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender;
- b) has been properly and fully completed and signed, and;
- c) is responsive to the other requirements of the tender documents;

3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) change the Employer's or the Bidder risks and responsibilities under the contract, or
- c) affect the competitive position of other Bidder presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.9 Arithmetical errors

3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Bidder addition of prices, the total of the prices shall govern and the Bidder will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

3.9.2 Consider the rejection of a tender offer if the Bidder does not correct or accept the correction of his arithmetical errors in the manner described in 3.9.1.

3.10 Clarification of a tender offer

Obtain clarification from a Bidder on any matter that could give rise to ambiguity in a contract arising from the tender offer.

3.11 Insurance provided by the employer

If requested by the proposed successful Bidder, submit for the Bidder information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

3.12 Acceptance of tender offer

3.12.1 Accept tender offer only if the Bidder complies with the legal requirements stated in the Tender Data.

3.12.2 Notify the successful Bidder of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful Bidder as described in the form of offer and acceptance.

3.13 Notice to unsuccessful Bidder

After the successful Bidder has acknowledged the employer's notice of acceptance, notify other Bidder that their tender offers have not been accepted.

3.14. Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the employer and the successful Bidder, and
- d) the schedule of deviations attached to the form of offer and acceptance, if any.

3.15 Issue final contract

Prepare and issue the final draft of contract documents to the successful Bidder for acceptance as soon as possible after the date of the employer's signing of the form of Offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the Bidder to submit, after acceptance by the employer, shall be included.

3.16 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

3.17 Provide copies of the contracts

Provide to the successful Bidder the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**PART A: INVITATION TO TENDER DETAILS
MBD1: INVITATION TO BIDDER**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
TENDER NUMBER:	NLM: COR 01 [04/2026]	CLOSING DATE:	21 May 2026	CLOSING TIME:	12H00
DESCRIPTION	THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS NLM: COR 01 [04/2026]				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Ngwathe Local Municipality					
Liebenbergstrek					
P.O. Box 359					
PARYS					
9585					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain	DEPARTMENT	ICT Department
CONTACT PERSON	Richard Malamule	CONTACT PERSON	BZM Nyembe
TELEPHONE NUMBER	056 816 2700	TELEPHONE NUMBER	056 816 2700 083 6648819
E-MAIL ADDRESS	richardm@ngwathe.co.za	E-MAIL ADDRESS	nyembeb@ngwathe.co.za

PART B: TERMS AND CONDITIONS FOR BIDDING

1. TENDER SUBMISSION:

- 1.1. TENDERS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE TENDERS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS TENDER IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN POINT 3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE TENDER.
- 2.6 IN TENDERS 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 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

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.

PART T2: RETURNABLE DOCUMENTS

NGWATHE LOCAL MUNICIPALITY

NLM: COR 01 [04/2026]

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

T2.1 RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

1. Schedule 1 : Resolution of Board of Directors
2. Schedule 2 : Resolution of Board of Directors to enter into consortia or JV's
3. Schedule 3 : Special Resolution of Consortia or JV's
4. Schedule 4 : Schedule of proposed sub-contractors
5. Schedule 5 : Commitments of Bidder
6. Schedule 6 : Clarification Meeting Attendance Certificate
7. Schedule 7 : Compulsory enterprise questionnaire

T2.2 COMPULSORY MUNICIPAL TENDER DOCUMENTATION

1. MBD 2 : Tax clearance certificate
2. MBD 4 : Declaration of Interest
3. MBD 6.1 : Preference Certificate
4. MBD 7.2 : Contract form-rendering of services
5. MBD 8 : Declaration of bidder's past supply chain management practises
6. MBD 9 : Certificate of Independent Bid Determination

T2.3 ADDITIONAL MANDATORY TENDER DOCUMENTATION

1. Company registration certificate (CIPC)
2. Joint Venture Agreement and Power of attorney in case of Joint Ventures.
3. Proof of payment of Municipal Services (which is not more than three (3) months old and not more than ninety (90) days in arrears). If Municipal Services are paid by the Landlord, copy of valid lease agreement and confirmation proof of payment of Municipal Services, or that the account is not (90) days in arrears, must be submitted.
4. Company's shareholding certificate
5. Submission of Company Profile

NGWATHE LOCAL MUNICIPALITY

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TENDER DOCUMENT

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

CLAUSE NUMBER	
	<p>The Standard Conditions of Bid for procurement makes several references to the Bid Data for details that apply specifically to this Bid. The Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid for procurement other than disposals.</p> <p>Each item of data given below is cross-referenced to the relevant clause in the above-mentioned Standard Conditions of Bid</p>
1.1	<p>The Employer is Ngwathe Local Municipality</p>
1.2	<p>The single volume approach is adopted for this contract.</p> <p>The list of Returnable Documents identifies which of the documents a bidder must complete when submitting a bid offer. The bidder must submit the bid offer by completing the Returnable Documents including the fully priced Pricing Schedule, signing the “Offer” section in the “Form of Offer and Acceptance” and delivering the single volume procurement document back to Ngwathe Local Municipality bound up as it was when it was received.</p> <p>The bid documents issued by the Employer comprise of the following:</p> <p>Part T1 Tendering procedures</p> <p>T1.1 Tender Notice and Invitation to tender</p> <p>T1.2 Standard conditions of tender</p> <p>Part A Invitation to tender details</p> <p>Part B Terms and conditions for bidding</p> <p>Part T 2 Returnable documents</p> <p>T2.1 Returnable schedules</p> <p>T2.2 Compulsory Municipal tender Documentations</p> <p>T2.3 Additional mandatory tender documentation</p> <p>CONTRACT</p> <p>Part C1: Agreements and contract data</p>

CLAUSE NUMBER	
	<p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>C1.3 Tender Requirements</p> <p>Part C2: Pricing Schedule</p> <p>C2.1 Pricing Instructions</p> <p>C2.2 Priced fees and disbursements</p> <p>Part C3: Scope of work</p> <p>C 3.1 Employer objectives</p> <p>C3.2 Scope</p>
1.3	<p>The employer's agent is:</p> <p>Name: Mr. BZM Nyembe</p> <p>Capacity: ICT Manager</p> <p>Address: Ngwathe Local Municipality, P.O. Box 359, Parys, 9585</p> <p>Tel.: 0836648819</p> <p>Fax: 056 811 2046</p> <p>E-mail: nyembeb@ngwathe.co.za</p>
1.4	A competitive negotiation procedure will not be followed
2.1	Only those bidders who satisfy the mandatory requirements and eligibility criteria are eligible to submit bids:
2.2	<p>Briefing session is required</p> <p>Tuesday, 28 April 2026, Ngwathe Local Municipality Site Hall, 10:00am</p>
2.3	The closing date for submission of Bid offer is Thursday, 21 May 2026, 12h00
2.4	No alternative offers will be accepted
2.5	<p>The Bidder is required to submit with the Tender Tax Clearance reference number and tax compliance status pin issued by the South African Revenue Services</p> <p>Compulsory: Bidder must submit two set of bid documents, (1) hardcopy and (1) scanned copy of the original bid with supporting documents (soft-copy).</p>

CLAUSE NUMBER	
<p>2.6.1</p> <p>2.6.2</p>	<p>The employer's address for delivery of bid offer and identification details to be shown on such bid offer package are:</p> <p>Location of Bid box: Ngwathe Local Municipality</p> <p>Physical address: Liebenbergstrek, Parys, 9585</p> <p><u>Identification details:</u></p> <p>As indicated in the bid notice</p>
<p>2.7</p>	<p>The location for opening of the bid offers, immediately after the closing time thereof shall be at:</p> <p>Time: 12H00 on the 21 May 2026</p> <p>Location: Supply Chain Office, Liebenbergstrek, Parys, 9585</p>
<p>2.8</p>	<p>Each Bid will be evaluated in terms of price and preference in accordance with the Preferential Procurement Regulations 2022 (Implemented January 2023)</p> <p>All Bids will be evaluated in Four (4) Stages:</p> <p>Stage 1 – Bid Responsiveness</p> <p>Stage 2 - Functionality</p> <p>Stage 3 – Financial Offer and Preference</p> <p>Stage 4 – Risk Analysis</p> <p><u>STAGE 1 – BID RESPONSIVENESS</u></p> <p>The following submissions are the required for evaluating each bid for responsiveness. Bidders who fail to submit any of the following mandatory documents, will be disqualified, and will not progress to Stage 2.</p> <ul style="list-style-type: none"> • Certified copy of Identity document be attached; • Valid company tax clearance certificate be attached; • Copy of the company registration certificate / founding certificate must be attached; • Copy of company profile with clear references; • PPPFA level (Attach copy of share certificate), and if applicable attach proof of disability; • Proof of CSD registration report; • Audited annual financial statements for the past 3 years for the Bid above R10m; • Copy of Professional Indemnity Insurance; • Current Municipal rates & taxes account for company: • For procurement expected to be less than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 90 days at the time of tender closure;

CLAUSE NUMBER	
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- For procurement expected to be more than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 30 days at the time of tender closure;
- Current Municipal rates & taxes information for the organizational directors to be attached and not in arrears for more than 90 days;
- Lease agreement together municipal account of the Landlord;
- All compulsory/ supplementary forms must be fully completed;
- For the briefing Session to be conducted; any queries must be directed to Managers/End Users;

PLEASE NOTE: Non-submission of any mandatory documents, will render the Bid invalid, and unresponsive and the Bidder will be disqualified and will not be evaluated in Stage 2.

STAGE 2 - FUNCTIONALITY

Functionality of responsive bids submitted are evaluated according to the predetermined criteria described below. A Bid will not proceed to the next stage if it fails to meet the minimum threshold for functionality per category and in total as prescribed in the following table:

TABLE A1: WORK EXPERIENCE AND REFERENCES

TARGETED GOALS	BID GOAL	Maximum Points
Experience on the similar projects at least 2 and more letters = 30 points maximum points)		
Bidder has submitted no information or inadequate information to determine scoring levels N.B - Minimum of below 5 years' of experience and MSCOA compliant	0	30
Bidder has successfully completed similar work (at least 2 written appointment letters and 2 testimonial letters provided) N.B - Minimum of 5 years' of experience and MSCOA compliant	10	
Bidder has successfully completed similar work (at least 3 written appointment letters and 3 testimonial letters provided) N.B - Minimum of 6 years' of experience and MSCOA compliant	20	
Bidder has successfully completed similar work at least 4 or more written appointment letters and 4 testimonial letters provided) N.B - Minimum of 7 years' of experience, and MSCOA compliant	30	

NB: Please provide copies of the appointment letters on a letterhead to claim points.

TARGETED GOALS	BID GOAL	Maximum Points
Years of Experience = 15 points maximum points)		
Bidder has submitted no information or inadequate information to determine scoring levels	0	15

CLAUSE NUMBER				
	Bidder years of experience below 5 years			
	Bidder years of experience between 5 – 7 Years	5		
	Bidders years of experience between 8 – 10 years	10		
	Bidder with experience of more than 10 years	15		
	NB: Please provide copies of the appointment letters on a letterhead to claim points.			
	TABLE A2: QUALIFICATIONS & EXPERIENCE OF TEAM			
	TARGETED GOALS		BID GOAL	Maximum Points
	1.	Payroll consultant(s) NB: Minimum experience of 5 years and above of work experience, and Certificate in Payroll.	5	25
	2.	HR consultant(s) NB: Minimum experience of 5 years and above of work experience, and minimum of a National diploma.	5	
	3.	IT Technician(s) NB: Minimum experience of 5 years and above of work experience, and NQF Level 4/5.	5	
	4.	System/Software developer(s) NB: Minimum experience of 5 years and above of work experience and National diploma in IT/Computer science.	5	
	5.	Project manager NB: Minimum experience of 7 years and above of work experience and National diploma in project management.	5	
	NOTE: Attach appointment letters, CVs and relevant qualifications as part of the Bid to claim points. 0 points for category below minimum requirements.			
	TABLE A3: VEHICLES			
	TARGETED GOALS		BID GOAL	Maximum Points
	1.	Resources relevant to scope of work maximum 6 Vehicles		5
		0 vehicles	0	
		1-2 vehicles	2	

CLAUSE NUMBER				
	2.	<ul style="list-style-type: none"> • Certified copy of valid vehicle registration certificates and vehicle licence. 		
		3 to 4 vehicles	3	
	3.	5 or more vehicles	5	
		<ul style="list-style-type: none"> • Certified copy of valid vehicle registration certificates and vehicle licence. 		
TABLE A4: FINANCIAL VIABILITY				
			BID GOAL	MINIMUM POINTS
TARGETED GOALS				
1.	Financial Viability			25
	The bidder must attach bank code certificate signed/ stamped from the bank			
2.	A or B code		25	
	C or D code		10	
	E code		5	
<p><i>NB: Bidders must obtain a minimum of 70 Points+ for functionality, failure to meet the threshold will automatically dis-qualify the Bidder</i></p>				100
<u>STAGE 3- FINANCIAL OFFER AND PREFERENTIAL EVALUATION</u>				
<p>This tender will be evaluated in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations, 2022.</p>				
<p>The applicable preference point system for this tender is the 80/20 preference point system.</p>				
<p>Points for this tender (total 100) shall be awarded for:</p>				
<ul style="list-style-type: none"> • Price: 80 points • Specific Goals: 20 points 				

CLAUSE NUMBER	
	<p>1. Price (80 points)</p> <p>The following formula will be used to calculate the points scored for price (Ps):</p> <p>80/20 Preference Point System</p> $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <ul style="list-style-type: none">• Ps P_s Ps = Points scored for price of the tender under consideration• Pt P_t Pt = Price of the tender under consideration• Pmin P_{min} Pmin = Price of the lowest acceptable tender <p>Only the price of responsive and acceptable tenders will be considered.</p> <p>2. Specific Goals (20 points)</p> <p>A maximum of 20 points will be awarded for Specific Goals as outlined in the table below. Bidders must submit the required supporting documentation to claim these points. Failure to submit the required proof will result in zero points being awarded for that specific goal.</p> <p><u>STAGE 4 – RISK ANALYSIS</u></p> <p>In addition to the evaluation of Responsiveness and Functionality, a risk analysis will be performed on the bidder having the highest ranking/number of points to ascertain if any of the following, as relevant, present an unacceptable commercial risk to the employer in terms of:</p> <ul style="list-style-type: none">(a) The Standard Conditions of Bid below;(b) Contract data provided by the contractor and;(c) The contents of the bid returnable which are to be included in the contract

CLAUSE NUMBER	
3.1	<p>Acceptance of Bid Offer</p> <p>Bid offers will only be accepted if:</p> <ul style="list-style-type: none">(a) the Bidder has submitted with his Offer all relevant documentation as stated in the document;(b) the Bidder is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;(c) the Bidder or any of its directors is not listed on the Register of Bid 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; and(d) the Bidder has not:<ul style="list-style-type: none">(i) abused the Employer's Supply Chain Management System or(ii) failed to perform on any previous contract. <p>the Bidder has achieved the minimum score of 70 points for quality</p>

PART C1: Agreements and contract data

C1.1: Form of offer and acceptance

1. OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

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The Bidder, identified in the offer signature block, 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/ Standard conditions of tender.

identified in the contract data.

The offered total of the prices inclusive of value added tax is the following:

MBD 3.1:

.....
..... (Amount in words);
R (Amount in figures)

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 Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Bidder	
Signature	
Date	
Name.....	
Capacity.....	
Name of Organization	
Address of Organization	
Signature of Witness	Name of Witness
Date	

*** Bidders have to complete the totals of the prices in words as well as in figures**

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 conditions of tender (which includes this agreement)

Part C2: Pricing data

Part C3: Scope of work

and drawings 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.

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 insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. 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 (5) 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.

Signature Block: Employer	
Signature	
Date	
Name.....	
Capacity.....	
for the Employer	Ngwathe Local Municipality
	P.O. Box 359
	PARYS
	9585
Signature of Witness	
Date	
Name of Witness.....	

SCHEDULE OF DEVIATIONS

1. Subject: _____
Details: _____
2. Subject: _____
Details: _____
3. Subject: _____
Details: _____

By the duly authorized representatives signing this agreement, the employer and the Bidder 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 changes to the terms of the offer agreed by the Bidder 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 Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

C1.2 CONTRACT DATA

PART 1: DATA PROVIDED BY THE EMPLOYER

- a) The Employer is **Ngwathe Local Municipality**
- b) The authorized and designated representative of the Employer is Mr. BZM Nyembe, ICT Manager
- c) The address for receipt of communications is:
Address : Liebenbergstrek
P.O. Box 359
Parys
9585
Tel. No. : 0836648819
Fax No. : 256 811 2046
E-mail : nyembeb@ngwathe.co.za

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

- d) The Period of Performance commences on the date of signature of the Form of Acceptance.
- e) The location for the performance of the Project is **the Municipal area of Ngwathe.**
- f) The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- g) The Service Provider is required to obtain the Employer's prior approval in writing before taking

any of the following actions:

- i) Appointing Subcontractors for the performance of any part of the Services,
- ii) Appointing Key Persons or Personnel not listed by name in the Contract Data.

- j) Copyright of documents prepared for the Project shall be vested with the Employer.
- k) Interim settlement of disputes is to be by mediation
- l) Final settlement is by litigation
- m) In the event that the parties fail to agree on a mediator, the mediator is nominated by the South African Local Government Association (SALGA)
- n) Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within two (2) months from the date of termination or completion of the Contract.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

The Service Provider is : _____

Address : _____

Telephone _____

Facsimile _____

The authorized and designated representative of the Service Provider is:

Name : _____

The address for receipt of communications is:

Address : _____

Telephone : _____

Facsimile : _____

Email : _____

TERMS AND CONDITIONS OF RETURNABLES

1. The Council's document must be kept as supplied and submitted with all Schedules/forms fully completed.
2. Any other documents, certificates etc. must be attached as annexures to the official Council document.
3. Where the Council's official document is taken apart and not submitted as supplied, the Tender will be rejected.
4. Schedules/forms not duly completed will result in a Tender not being considered.
5. All Forms in the Tender document are to be completed by Bidders.
6. All Forms of special Conditions in specifications should be included
7. All Tender documents must include the following documents:
 - 7.1 Receipt (Original) for tender documents.

- 7.2 CSD summary report OR CSD number
- 7.3 Company Profile
- 7.4 Company Tender
- 7.5 Certified Identity documents of all the Directors and should not be more than three (3) months.
- 7.6 Certified copies of cc/co registration certificates and should not be more than (3) months.
- 7.7 National Treasury Central Database proof of registration.
- 7.8 South African Receiver of Revenue pin access code.
- 7.9 Water and Services Municipal Account of the Company is not more than (3) months in arrears.
- 7.10 Company's shareholding certificate verified by the accredited agency/body to be attached
- 7.11 If the company is leasing the premises, the water; electricity; (services) tax account that is payable to the municipality. (If the company does not pay water and electricity services; the contractual agreement between the company and the lessor should be submitted).
- 7.12 No Tender forwarded by telegram, telex, facsimile or similar apparatus will be considered.
- 7.13 Late Tender shall not be admitted for consideration
- 7.14 Failure of the Bidder to submit a Tender document signed in ink or to complete all forms may invalidate the Tender.

PART C2: Pricing data

C 2.1: Pricing Schedule

A. HUMAN RESOURCE SYSTEM & PAYROLL

Item	Requirement	Year 1 (01 July 2026- 30 June 2027)		Year 2 (01 July 2027-30 June 2028)	Year 3 (01 July 2028-30 June 2029)
		Rand amount (excl. VAT)	Rand amount (incl. VAT)	Rand amount (incl. VAT)	Rand amount (incl. VAT)
1	Human Resource Module	R	R	R	R
2	Payroll Module	R	R	R	R
3	Installation cost	R	R	R	R
4	Cost per user registration	R	R	R	R
5	Training	R	R	R	R
6	Maintenance & Support (Annual fee – paid monthly)	R	R	R	R
7	Travel, accommodation, subsistence & miscellaneous	R	R	R	R
8	HR & Payroll Module Annual Licence Fees	R	R	R	R
9	Setup & Testing	R	R	R	R
10	Migration of data from the current system to the new	R	R	R	R
11	Cloud hosting	R	R	R	R
10	Cloud data backup storage	R	R	R	R
Total		R	R	R	R

B. EMPLOYEE SELF SERVICE SOLUTION (ESS)

Item	Requirement	Year 1 (01 July 2026- 30 June 2027)		Year 2 (01 July 2027-30 June 2028)	Year 3 (01 July 2028-30 June 2029)
		Rand amount (excl. VAT)	Rand amount (incl. VAT)	Rand amount (incl. VAT)	Rand amount (incl. VAT)
1	ESS module cost	R	R	R	R
2	Installation cost	R	R	R	R
3	Setup & Testing	R	R	R	R
4	Cost per user registration	R	R	R	R

5	Training	R	R	R	R
6	Maintenance & Support (Annual fee – paid monthly)	R	R	R	R
7	Travel, accommodation, subsistence & miscellaneous	R	R	R	R
8	ESS Annual Licence Fees	R	R	R	R
	Total	R	R	R	R

MBD 3.1

PRICING SCHEDULE

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT REVENUE ENHANCEMENTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH ACTIVITY

NAME OF BIDDER: REQUEST FOR TENDERS – THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

Tender Number: NLM: COR 01 [04/2026]

Closing Time: 12:00

Closing Date: 21 May 2026

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF TENDER.

The total Tender price for the complete execution of the project is:

_____ (Total price in words)

Signature of Bidder

Name of Bidder

Date

Note: Where applicable all delivery costs must be included in the Tender price, for delivery at the prescribed destination.

C2.2: PRICING INSTRUCTIONS

- a) These pricing instructions provide the Bidder with guidelines and requirements with regard to the completion of the Pricing Schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the Contract to have been taken into account by the Bidder when developing his prices.
- b) The Pricing Schedule shall be read with all the documents which form part of this Contract.
- c) The following words have the meaning hereby assigned to them:

Unit	The unit of measurement for each item of work in terms of the scope of work.
Rate	The payment per unit of work at which the Bidder tenders to do the work.

- d) The rates to be inserted in the Pricing Schedule are to be full inclusive for the work described under the several items. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the Pricing Schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expanded on the specific instruction of the employer
- i) All prices and rates entered in the Pricing Schedule must be **inclusive of Value Added Tax (VAT)**.

PART C3: Scope of work

C3.1: Employer Objectives

The primary objectives of this procurement are to:

- Implement an integrated, modern HRIS solution that seamlessly combines core Human Resources Management, Payroll Processing, and Employee/Manager Self-Service (ESS/MSS) functionalities on a single platform.
- Enhance operational efficiency by automating manual HR and payroll processes, reducing administrative workload, eliminating duplication of effort, and minimising human error.
- Ensure full statutory and legislative compliance with all South African labour laws, SARS requirements (PAYE, UIF, SDL, IRP5/IT3(a)), BCEA, POPIA, Employment Equity Act, and Skills Development Act, while keeping the system automatically updated with legislative changes.
- Improve data accuracy, integrity and security through a centralised employee database, real-time data synchronisation, robust audit trails, and full adherence to Protection of Personal Information Act (POPIA) requirements.
- Provide convenient, user-friendly self-service capabilities that empower employees and managers to perform routine HR and payroll tasks (leave applications, payslip access, personal information updates, approvals, etc.) via web and mobile platforms, thereby increasing employee satisfaction.
- Enable better strategic decision-making through real-time dashboards, advanced analytics, and comprehensive reporting on headcount, turnover, payroll costs, leave trends, skills development, employment equity, and workforce planning.
- Achieve significant cost savings over the contract period by reducing reliance on manual processes, paper-based systems, third-party service providers, and overtime related to payroll and HR administration.
- Facilitate seamless integration with the organisation's existing financial system, biometric/time & attendance systems, and other third-party applications through robust APIs and secure data exchange mechanisms.
- Build internal capacity through effective knowledge transfer, comprehensive training, and skills development of the organisation's HR, Payroll, and IT personnel to ensure long-term system ownership and sustainability.
- Deliver a scalable, future-proof solution that can accommodate the organisation's current and future growth in employee numbers, organisational complexity, and evolving business requirements while maintaining high system availability and performance.

C3.2: Scope

1. Staff establishment, human resources development and expenditures on staff benefits should be done according to the processes and procedures set out in the Municipal Systems Act, Municipal Finance Management Act and Municipal Staff Regulations.
2. Payroll management entails the administration of the financial record of employees' salaries, wages, bonuses, net pay, and deductions and should be done within the limits of the approved budget and the prescriptions of the South African Revenue Services (SARS).
3. Budgeted remuneration and benefits need to be directly aligned to the approved staff establishment with provision for vacancies shown separately and all staff payments must be reconciled monthly.
4. **The Service Provider must be in a position to upgrade or supply, set-up and configure a new HR and Payroll System that will seamlessly integrate with the current ERP System (Phoenix ERP) and ensure the following functionalities:**

A. A Human Resource (HR) budget/ payroll module must as a minimum:

- The HR & Payroll Modules must enable the Municipality to budget for its full organogram (Organizational Structure).

- The HR & Payroll Modules must be able to accommodate or account for all vacancies (i.e. funded and or unfunded vacancies) based on a Council approved.
- Incorporate the ability to apply costing allocation to projects and percentage (%) based allocation of administration costs to trading service departments (if not allocated) using direct calculation methods.
- Provision to calculate new notch values within grades either as a percentage increase or by minimum value. These notch values are to be held on a temporary file and the user must be able to perform various "what if" scenarios without affecting the live data.
- Utilizing historical trends, calculate the likely provision for leave and bonus provisions. This function should also be able to anticipate (if applicable) any long service allocations.

B. Human Resource (HR) payroll module must as a minimum (In addition to the normal payroll calculation) provide for:

- Organization Management
- Employee Records Management
- Leave Records Management
- Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis
- Training and Development Management
- Travel claims Management
- Payroll and Benefits Management
- Automated reconciliation at predetermined intervals.
- Overtime claims Management/ Time off in lieu
- Special Allowance Management (e.g. acting, secondments, etc.)
- Refunds to staff in respect of over-deductions and ad hoc payments
- Deductions and payments to third parties (e.g. medical aids, SARS, union contributions, etc.)
- Ad hoc payroll runs must reflect in the Financial Management System
- Must cater for pensioners' benefits
- Provision to record allowance details against a post and employee (e.g. Telephone Allowance, categories, amounts, telephone number etc.)
- Employee Relations
- The system must cater for all requirements of the South African Revenue Services (SARS)
- Must provide a facility to automate the update of tax tables whenever changes occur
- History of previous tax tables must be retained on the system for an indefinite period.
- The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc.
- The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.)
- Narrative type pay slips must be provided (Hard copy and electronically)
- Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.)
- Salary payments made to employees' bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT)
- Third Party deduction and payments in terms of schedules or ad hoc basis
- Variance reporting
- The ability to calculate back pay across tax periods and increment periods must be provided for
- The system must allow for dummy validation pay runs to be carried out prior to running the final run
- All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability
- Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts
- The Payroll System must be able to accommodate or account for all vacancies (i.e. funded and or unfunded vacancies) based on a Council approved Organogram in terms of. Section 66A of the Municipal Systems Act Amendment Act (MSAA)
- Provide the general ledger (GL) with transactions that debit expenditure and credit revenue votes when applicable. This creates a temporary total liability of the payroll balance on the integration control

- Create the clearing transactions that clear the integration control, these transactions include:
- Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;
- Creation of reports for 3rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;
- The system must support a disciplinary module which should allow for (not complete list):
 - Grievances created (bottom up workflow)
 - System should recommend action to be performed based on type of grievance
 - Allow for exception reporting (when a grievance is not being addressed in correct time frame)

C. Payroll

- Must be able to easily integrate with banks. Seamless upload of payroll information
- Support multiple payrolls with different pay structures
- Integrate with the time management system
- Ability to submit statutory reporting to SARS for all taxes

D. EMPLOYEE SELF SERVICE SOLUTION

- Secure online portal
- View live leave balances
- Employees to submit leave applications, update their basic information and upload document attachments
- Online leave applications and overtime claims must follow an automatic approval process before updating on the live system
- Leave and overtime matrixes must be available to managers
- Must be able to print or email PDF payslips
- Provides direct access to view and print current and previous payslips as well as IRP5's
- All browsers are supported to ensure accessibility across the board
- All admin functionality is done online
- Customizable admin permissions and oversight
- Individual employee privacy and personal information is protected
- System can generate reports such as:
 - Irregular clocking
 - Attendance
 - Absentees
 - Late comers
 - Management reports
- Actions are recorded for detailed audit reporting.

PROJECT TIMELINES: ALL BIDDERS MUST COMPLETE A DETAILED ESTIMATED PROJECT TIMELINE DELIVERIES & SUBMIT WITH THEIR BID PROPOSAL

SCHEDULE 1

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

Held at _____ (*place*)

On _____ (*date*)

RESOLVED that:

The Enterprise submits a Bid / Tender to Ngwathe Local Municipality in respect of the following project:

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

NLM: COR 01 [04/2026]

1. *Mr/Mrs/Ms: _____

in *his/her Capacity as: : _____ (*Position in the Enterprise*)

and who will sign as follows: : _____

be, and is hereby, authorized to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
5			
6			

- Delete which is not applicable

NB : This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

SCHEDULE 2

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

- 1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

To Ngwathe Local Municipality in respect of the following project: **THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS**

- 2. **NLM: COR 01 [04/2026]**

- 3. *Mr/Mrs/Ms:

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorized to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 4. The Enterprise accepts joint and several liabilities with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- 5. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address : _____

_____ (code)

Postal Address : _____

_____ (code)

Telephone number : _____ (code)

Fax number : _____ (code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Delete which is not applicable

NB : This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

SCHEDULE 3:

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorized representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Held at _____ *(place)*

On _____ *(date)*

RESOLVED that:

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Ngwathe Local Municipality in respect of the following project:

THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS

NLM: COR 01 [04/2026]

- A. Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ *(Position in the Enterprise)* and who will sign as follows: _____

be, and is hereby, authorized to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

- B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: _____

_____ The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.

- C. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.

- D. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.

E. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address : _____

 _____ (code)

Postal Address : _____

 _____ (code)

Telephone number : _____ (code)

Fax number : _____ (code)

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Delete which is not applicable

NB : This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

SCHEDULE 4

SCHEDULE OF PROPOSED SUB-CONTRACTORS

We notify you that it is our intention to employ the following sub-contractors for work in this contract. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed sub-consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed sub-contractor	Nature and extent of work	Previous experience with sub-contractor
1			
2			
3			
4			
5			

Name of representative	Signature	Capacity	Date

Name of organization:	
------------------------------	--

SCHEDULE 5

COMMITMENTS OF BIDDER

LIST OF RELATED ENGAGEMENTS CURRENTLY INVOLVED WITH:

	Organizations	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Start Date	Scheduled date of completion
1							
2							
3							
4							
5							

Name of Bidder	Signature	Date

SCHEDULE 6

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that I, _____ representing
_____ in the company of
_____ attended the clarification meeting
on: **THE SUPPLY, INSTALLATION, HOSTING AND MAINTAINING OF A HUMAN RESOURCES AND PAYROLL
SYSTEM, AND EMPLOYEE SELF-SERVICE SOLUTION FOR A PERIOD OF 36 MONTHS**

I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Bidder	Signature	Date

Name of Municipal Representative	Signature	Date

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

SCHEDULE 7

COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

.....

Section 2: VAT registration number, if any:

.....

Section 3: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal Income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 4: Particulars of companies and close corporations

Company registration number

.....

Close corporation number

.....

Tax reference number

.....

Section 5: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

46

2.....

Witness: Initial

	A member of any municipal council		A employee of any provincial department, national or provincial public entry or constitutional institution within the meaning of the Public finance Management Act, 1999 (Act 1 of 1999)
	A member of any provincial legislation		A member of an accounting authority of any national or provincial public entity
	A member of the National Assembly or the National Council of Province		An employee of Parliament or a provincial legislature
	A member of the board of directors of any municipal entity		An official of any municipality or municipal entity

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service	
		Current	Within last 12 months

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

Section 6: Records of spouses, children and parents in the service of the state

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

	A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)
	A member of any provincial legislature		A member of an accounting authority of any national or provincial public entity
	A member of the National Assembly or the National Council of Province.		An employee of Parliament or a provincial legislature
	A member of the board of directors of any municipal entity		A official of any municipality or municipal entity

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

* insert separate page if necessary

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;

Bidder: Initial of authorized signatory/ies 1.....

NLM: Initial.....

2.....

Witness: Initial

- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signature : _____ Date : _____

Name : _____ Position: _____

Enterprise: _____

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

MBD 2: TAX CLEARANCE CERTIFICATE

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.

1. In order to meet this requirement bidders are required to complete in full form TCC001 "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. Form TCC 001 is available from any SARS branch office nationally or on the website www.sars.gov.za.
2. 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.
3. **Valid Tax Clearance reference number and tax compliance status pin must be submitted together with the bid. Failure to submit Tax Clearance reference number and tax compliance status pin will result in the invalidation of the bid.**
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates 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.
6. Exemption to the provision of a Tax Clearance Certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

50

2.....

Witness: Initial

MBD4

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 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 state* **YES / NO**

3.6.1 If so, furnish particulars.
.....
.....

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

3.7.1 If so, furnish particulars.

* 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.

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

.....
.....

3.8 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.

.....
.....

3.9 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

.....

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

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal 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 STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

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

1.	Are you by law required to prepare annual financial statements for auditing?	*YES / NO
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	*YES / NO
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.	
2.2	If yes, provide particulars:	
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	*YES / NO
3.1	If yes, provide particulars:	
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	*YES / NO
4.1	If yes, provide particulars:	

* Delete which is not applicable

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for historically disadvantaged individual and local based company's Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF PPPFA, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R10 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R10 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to be lower than R 10 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) PPPFA level of contribution
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 PPPFA LEVEL OF CONTRIBUTION	20

Total points for Price and PPPFA must not exceed 100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a company's shareholding Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for Historically disadvantaged Individuals level of contribution are not claimed.
- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"PPPFA"** means preferential procurement policy framework act, 2000 (Act no. 5 of 2000).
- 2.3 **"PPPFA level of contributor"** means the historically disadvantaged individuals will be given preferential points and small businesses based locally;

Bidder: Initial of authorized signatory/ies **1**..... **NLM:** Initial..... 55

2.....

Witness: Initial

- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**PPPFA Act**” means **The Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)**;
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.1 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less;
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;

“**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

- 2.15
- 2.15 “**sub-contract**” means **the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract**;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person, and;
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for PPPFA.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for PPPFA, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5. Points awarded for PPPFA Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the PPPFA status level of contribution in accordance with the table below:

Categories per person	Number of points (80/20 system)	Number of points (90/10 system)
Woman	10	5
Youth	10	5
Disability	10	5
Man	0	0
Categories per person	Number of points (80/20 system)	Number of points (90/10 system)
Within the boundaries of the Ngwathe Local Municipality	10	5
Within the boundaries of Fezile Dabi District Municipality	6	4
Within the boundaries of the Free State Province	4	3
Outside of the boundaries of the Free State	0	0

- 5.2 Bidders who qualify as EMEs in terms of the PPPFA Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with PPPFA Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid shareholding certificate or a copy thereof, substantiating their number of shares in the company.
- 5.4 A trust, consortium or joint venture, will qualify for points for their shareholding certificate status level as a legal entity, provided that the entity submits their company’s shareholding certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their Shareholding certificate status level as an unincorporated entity, provided that the entity submits their consolidated Shares as if they were a group structure and that such a consolidated Shareholding certificate is prepared for every separate bid.

Bidder: Initial of authorized signatory/ies 1.....

NLM: Initial.....

2.....

Witness: Initial

- 5.6 Tertiary institutions and public entities will be required to submit their Shareholding certificates in terms of the specialized scorecard contained in the PPPFA.
- 5.7 A person will not be awarded points for PPPFA status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher PPPFA status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of PPPFA Status Level of Contribution must complete the following:

7. PPPFA LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 PPPFA Status Level of Contribution: = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a Shareholding certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

.....

(iii) the Shareholding certificate status level of the sub-contractor?

.....

(iv) weather the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY / FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

.....
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number

Stand Number :

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the PPPFA status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the PPPF status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding process;
 - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (d) 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;
 - (e) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
 - (f) Forward the matter for criminal prosecution.

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

WITNESSES:

1.

2.

DATE :

ADDRESS :

.....

.....

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

Witness: Initial
2.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: _____ at the price/s quoted. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT).....

CAPACITY

SIGNATURE

NAME OF FIRM.....

DATE

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, in my capacity as accept your bid under Bid Number dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	PPPFA STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT

ON

NAME (PRINT)

SIGNATURE

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

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**
5. **and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Bidder: Initial of authorized signatory/ies 1.....

NLM: Initial.....

2.....

Witness: Initial

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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. takes all reasonable steps to prevent such abuse;
 - b. rejects the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

NLM: Initial.....

2.....

Witness: Initial

REMINDER:

PLEASE TAKE NOTE OF THE DOCUMENTS WHICH ARE MANDATORY FOR THE SUBMISSION TO BE VALID. REMEMBER TO COMPLETE ALL MBD FORMS. ANY INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED, AND WILL RENDER THE BIDDER'S DOCUMENTS AS INVALID. LATE SUBMISSIONS WILL NOT BE ACCEPTED.



The home of harmony, prosperity and growth

Bidder: Initial of authorized signatory/ies 1.....

NLM: Initial.....

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2.....

Witness: Initial