



THE PANEL OF CONSULTING ENGINEERS FOR THE PROVISION OF PROFESSIONAL SERVICE ON MUNICIPAL INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS

TENDER No. 05/2025-CES

Enquiries: Mr: SL Mkhize E-Mail SMkhize2@uthukela.gov.za

SUBMISSION OF PROPOSALS DEADLINE

Date: 19 JANUARY 2026

Time: 12h00

**Venue: uThukela District Municipality Offices
36 Lyell Street, Ladysmith**

Name of Organisation	
Postal Address	
Contact Person	
Telephone No.	
Fax No.	
E-Mail Address	
Tender Price	

TABLE OF CONTENTS

TENDER ADVERT.....	1
CHECKLIST	2
MDB 1 - INVITATION TO BID	3
MDB 4 – DECLARATION OF INTEREST	5
MDB 5 - DECLARATION FOR PROCUREMENT ABOVE R10 MILLION	8
MDB 6.1 - PREFERENCE POINTS CLAIM FORM	9
MDB 8 - DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	16
MDB 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION	18
PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS	21
AUTHORITY FOR SIGNATORY	22
BANKING DETAILS	24
TAX CLEARANCE CERTIFICATE REQUIREMENTS.....	25
JOINT VENTURE AGREEMENT	26
BEE RATING CERTIFICATE.....	27
EVALUATION CRITERIA.....	28
EXPERIENCE OF TENDERER	58
RECORD OF ADDENDA TO TENDER DOCUMENTS	59
ELIGIBILITY CRITERIA	60
COMPANY PROFILE	61
NOTICE OF COMPULSORY BRIEFING SESSION	62
DATABASE REGISTRATION	63
PROJECT SPECIFICATIONS AND SCOPE OF WORK.....	64



TENDER ADVERT

THE PANEL OF CONSULTING ENGINEERS FOR THE PROVISION OF PROFESSIONAL SERVICES ON MUNICIPAL INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS

TENDER NO. 05/2025-CES

The uThukela District Municipality seeks consulting engineers on Municipal infrastructure projects.

Tender documents will be available from the offices of the cashier from 24 October 2025 at the uThukela District Municipality, 36 Lyell Street, Ladysmith at a non-refundable cost of R500.00 or download on E-tenders. Any queries in respect of the documentation can be directed to Miss Ntokozo Jalibane via email NJalibane@uthukela.gov.za

Tenders submitted on the official tender document that you have purchased are to be submitted in a sealed envelope, clearly marked "**TENDER NO.05/2025-CES: THE PANEL OF CONSULTING ENGINEERS FOR THE PROVISION OF PROFESSIONAL SERVICES ON MUNICIPAL INFRASTRUCTURE PROJECTS FOR UTHUKELA DISTRICT MUNICIPALITY**" must be deposited in the tender box situated on the ground floor of the uThukela District Municipality, 36 Lyell Street, Ladysmith, on or before the closing time of **12h00 on Monday 19 January 2026**, where the tenders will be opened in public. **Late quotations or Tenders received by way Facsimile or E-Mail will under no circumstances be considered.**

There will be a compulsory briefing on 10 December 2025 at 11:00 at uThukela District Municipality offices at 36 Lyell Street in Ladysmith.

Only bidders who are registered with National Treasury Central Supplier Database (CSD) will be eligible to bid. Tenderers shall take note of the following Tender Conditions:

- uThukela District Municipality procurement policy will apply,
- uThukela District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.
- The tender will be evaluated on a 90/10 preferential points system as per the following criteria: uThukela District Municipality strive to achieve the specific goals in line with PPPFA regulations 2022.
- The Single Envelope System shall apply.
- A bidder must score a minimum of 70 points in respect of pre-qualification to be considered for the next stage.

LS JILI
MUNICIPAL MANAGER

CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

No	Description	Tenderer to Tick (✓)	For Official Use Only
1.	Authority to Sign a Bid Is the form duly completed and is a certified copy of the resolution attached?		C
2.	Tax Clearance Certificate Is an ORIGINAL and VALID Tax Clearance Certificate attached?		C
3.	Declaration of Interest Is the form duly completed and signed?		C
	Preference Points Claim Form Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?		
4.	Declaration Certificate for Local Production and Content Is the form and annexures duly completed and signed?		C
5.	Declaration of Past Supply Chain Practices Is the form duly completed and signed?		
6.	Certificate of Independent Bid Determination Is the form duly completed and signed?		
7.	Certificate of Payment of Municipal Accounts Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?		C
8.	Database Registration Is the form duly completed and signed? Are ALL the supporting documents attached?		C
9.	Compulsory Briefing Is the form duly completed and signed?		C

**** C: Failure to comply with these Sections may prejudice the tender.**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MDB 1 - INVITATION TO BID
PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	05/2025-CES	CLOSING DATE:	19 January 2026	CLOSING TIME:	12:00
DESCRIPTION	THE PANEL OF CONSULTING ENGINEERS FOR THE PROVISION OF PROFESSIONAL SERVICES ON MUNICIPAL INFRASTRUCTURES FOR A PERIOD OF 36 MONTHS.				
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)					
uThukela District Municipality 36 Lyell Street Ladysmith 3370					
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:	
B-BBEE STATUS LEVEL [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO ALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES ENCLOSURE PROOF]</small>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES, ANSWER PART B:3]</small>	
TOTAL NUMBER OF ITEMS OFFERED	N/A		TOTAL BID PRICE	N/A	
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	Project Management Unit	
CONTACT PERSON	Mr Thobela Gama		CONTACT PERSON	Mr S Zikalala	
E-MAIL ADDRESS	tgama@uthukela.gov.za		E-MAIL ADDRESS	szikalala@uthukela.gov.za	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, Shareholder²):
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: “in the service of the state” means to be –

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

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 3.9 Have you been in the service of the state for the past twelve months? YES / NO
3.9.1 If yes, furnish particulars.

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.
.....

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

3.11.1 If yes, furnish particulars
.....

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

3.12.1 If yes, furnish particulars.
.....

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

3.13.1 If yes, furnish particulars.
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES /NO**

3.14.1 If yes, furnish particulars:
.....

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

Full Name	Identity Number	State Employee Number

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MBD 5 - 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. * Delete if not applicable.		
2.2	If yes, provide particulars. * Delete if not applicable.		
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, furnish 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, 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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MBD 6.1 - PREFERENCE POINTS CLAIM FORM

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ Or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P min = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)
Enterprises that are black owned		5
Enterprises that are owned by youth person (s)		5

NB: Bidders must provide attachments (ID Documents and B-BBEE Certificate) for the above-mentioned specific goals as proof.

4.3. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE		NAME (PRINT)	
NAME OF FIRM		DATE	
ADDRESS OF FIRM			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm:

4.4 VAT Registration number:

4.5. Company registration number:

4.6. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.7 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

4.8 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

5. SUB-CONTRACTING

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

(Tick applicable box)

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

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the subcontractor..... iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the sub-contractor is an EME or QSE *(Tick applicable box)*

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

5.6 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered account number:

Stand Number:

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

5.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct; vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- ii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iii) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - a. disqualify the person from the bidding process;
 - b. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10

years, after the *audi alteram partem* (hear the other side) rule has been applied; and (j) forward the matter for criminal prosecution

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

MBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page</p>	<input type="checkbox"/>	<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>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS

The tenderer is to affix to this page:

- Proof that they are not in arrears for more than 3 months with municipal rates and taxes and municipal service charges or more than 30 days if the value of the bid is greater than R10 Million (VAT included). The latest municipal account is to be attached.

Note:

1. Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.
2. Should this tender be considered for award of the contract, based on proof of submission and should proof of such submission be found to be invalid, erroneous or inaccurate, the this tender will no longer be considered for the award of the contract.

Attach latest municipal account statement to this page.

NB: Please attach certified copy(ies) of ID document(s)

I, _____, (Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a Municipality in respect of which payment is overdue for more than 30 days

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I, , chairperson of the board of , hereby confirm that by resolution of the board (copy attached) taken on 20....., Mr/Ms acting in the capacity of , was authorised to sign all documents in connection with this tender for Contract No 05/2025-CES and any contract resulting from it on behalf of the company.

As witnesses:

1. Chairman:

2. Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as , hereby authorise Mr/Ms , acting in the capacity of , to sign all documents in connection with this tender for Contract No 05/2025-CES and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms , authorised signatory of the company , acting in the capacity of lead Partner, to sign all documents in connection with this tender for Contract No. 05/2025-CES and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature
Lead Partner:			

D. Certificate for Sole Proprietor

I, hereby confirm that I am the sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as, hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with this tender for Contract No 05/2025-CES and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

BANKING DETAILS

It is the policy of the uThukela District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

ACCOUNT HOLDER	
NAME OF BANK	
ACCOUNT NUMBER	
ACCOUNT TYPE	
BRANCH NAME	
BRANCH CODE	
BRANCH CONTACT PERSON	
PHONE NUMBER	
FAX NUMBER	

I/we hereby request and authorise the uThukela District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we further undertake to inform the uThukela District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

Alternatively, the tenderer may submit a letter/declaration from his bank worded as above, providing the required details and signed by an appropriate Bank Official (attached to this page).

FOR BANK USE ONLY

I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct: AUTHORISED SIGNATURE(S)	OFFICIAL DATE STAMP
---	---------------------

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. The taxes of the successful Tenderer must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
2. An Application for Tax Clearance Certificate must be completed in all respects and submitted to the Receiver of Revenue. The Receiver of Revenue will then furnish the Tenderer with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the tender.
3. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
4. In tenders where Consortia/Joint Ventures/Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.

NOTE: Failure to do so will lead to your tender being disqualified

Attach valid Tax Clearance/Pin Certificates to this page.

SIGNATURE OF TENDERER:

DATE:

JOINT VENTURE AGREEMENT

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms., authorized signatory of the company, close corporation or partnership, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Note:

A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture shall be appended to this schedule.

Service providers intending to tender in the form of Joint Ventures/Consortiums must submit the following documentation together with the tender:

1. Original and valid tax clearance certificate of all parties of the Joint Venture/Consortium;
2. An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of the contract and;
3. A consolidated valid and original or certified copy of their B-BBEE Status level verification certificate obtainable from a verification agency accredited by SANAS or a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA).

Further to the above, the name of the Joint Venture/Consortium must appear on the relevant pages of the document. Failure to comply with these requirements shall lead to disqualification.

SIGNATURE OF TENDERER:

DATE:

BEE RATING CERTIFICATE

1. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims,
2. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 .
3. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate.

Tenderers are to note that copies of certified documents will not be accepted.

Attach valid BEE Rating Certificates to this page.

SIGNATURE OF TENDERER:

DATE:

EVALUATION CRITERIA

- (a) Tenders will be pre-evaluated on the criteria as set out in Criterion 1 to 3
- (b) Bidders that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive tender and will not be evaluated on price and preference points.
- (c) Unclear or incomplete information provided will result in no points being allocated.
- (d) The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation.
- (e) Bidders must therefore ensure that all information is provided in detail.
- (f) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

No	Criteria	Maximum Points	Bidder Score
1.	Description of General Quality Criteria (excluding project specific criteria as indicated below)	65	
2.	Description of Project Field Quality Criteria	20	
3.	Description of Project Specific Quality Criteria	15	
	TOTAL	100	

Criterion 1: Description of General Quality Criteria (excluding project specific criteria as indicated)

Description	Maximum number of tender evaluation points	BIDDER SCORE
(a) Key Personnel A detailed summary list must be provided with the tender Submission, which have sufficient detail to indicate how many qualified civil engineering staff which are in the full time employment of the Bidder, working from offices within the KwaZulu Natal Region, as the primary place of work, a clear must be given of their qualification as well as years of relevant experience. Detailed CV's of personnels relevant experience to be provided along with certified qualifications, failure to submit supporting document will results in zero points scored. This should be declared in 1.5.2		
Project Director / Principle: A registered professional engineer with ECSA with at least 10 (ten) years appropriate and verifiable post graduate experience who will be the Project Director/Principal, and responsible for all work carried out in terms of this Tender.	6	
Project Manager: A qualified engineer/technologist with at least 5 (five) years relevant and verifiable post graduate experience, who will be the Project Manager, and responsible for overall project management of the project.	4	

Description	Maximum number of tender evaluation points	BIDDER SCORE
Engineering Representative: An Engineer/technologist/Technician with at least 3 (three) years relevant and verifiable experience in site supervision who can act as Engineering Representative.	2	
a) Staff & Personnel: Maximum points	12	
(b) Experience and Region Detailed summary list must be provided with the tender Submission, which must have sufficient detail to indicate specific projects of over R 20 Million (VAT included) in value which were completed by the Bidder, through the processes of designing, preparing of tender Documentation and construction supervision, within the KwaZulu Natal Region over the past 5 years. Reference Letters and letter of appointment from Clients must be provided as proof. This should be declared in 1.5.3		
None submitted	0	
1 Project	3	
2 Projects	6	
3 Projects	9	
4 Projects	12	
5 Projects	15	
b) Experience and Region: Maximum Points	15	
(c) Knowledge of Municipal Environment As the work required in terms of this Tender is strictly by the prescriptions of the following Grants EPWP, MIG, WSIG, RBIG, Municipal Finance Management Act Regulations 56 of 2003 (MFMA) Municipal Supply Chain Management Regulations as well as the CIDB, considerable expertise is needed. A detailed summary list must be provided with the tender Submission, which must clearly indicate the extent of interaction with officials in the Municipality over the past 5 years. Reference letters and appointment letters from the clients must be provided. This should be declared in 1.5.4		
None Submitted	0	
1 Project	3	
2 Projects	6	
3 Projects	9	
4 Projects	12	
c) Knowledge of Municipal Environment: Maximum Points	12	
(d) Project Management Demonstrated project management experience in design and construction of engineering projects of value in excess of R10 Million. A detailed summary list must be provided with the Tender submission, which must clearly indicate the experience in design and construction management of civil engineering projects, by listing of projects completed over the last 5 years. Reference Letters and appointment letters from Clients must be provided. This should be declared in 1.5.5		
None submitted	0	
1 Project	2	

Description	Maximum number of tender evaluation points	BIDDER SCORE
2 Projects	4	
3 Projects	6	
4 Projects	8	
5 Points	10	
d) Project Management: Maximum Points	10	
(e) Professional Bodies and Professional Indemnity		
It is generally expected that a consulting engineering company should function under the umbrella of CESA/SABTACO. A copy of membership registration must be provided with the Tender Submission, which must clearly indicate the current registration status of the Bidder. This should be declared in 1.5.6		
Registration with Consulting Engineers South Africa (CESA) / South African Black Technical and Allied Careers Organisation (SABTACO)	5	
Proof of Professional Indemnity of R15 million and above.	3	
e) Professional Bodies and Professional Indemnity: Maximum Points	8	
(f) Labour Intensive Project Experience In-office trained personnel (one person required) with knowledge of labour Intensive Projects/Labour Intensive Construction (UC) and /or Extended Public Works Programme (EPWP) methods. Due to work shortage also in our municipal area, labour intensive construction methods should be followed as far as possible, without watering down the quality of the final product, and also with minimum financial implications to the employer. It is therefore important for the Bidder to have a person with training and vision towards labour intensive construction methods. This should be declared in 1.5.7	3	
f) Labour Intensive Project Experience: Maximum points	3	
(g) Quality Assurance Quality assurance systems employed by the Bidder in his office in order to ensure compliance with stated employer's requirements ISO 9001:2015 Certification: Bidders who are certified as being compliant to the International Organisation for Standardisation's ISO. This should be declared in 1.5.8.		
ISO 9001:2015 Certification /Application	5	
Full implementation of CESA/SABTACO administrative system or equivalent quality management system	2	
g) Quality Assurance: Maximum Points	5	
TOTAL EVALUATION POINTS FOR GENERAL QUALITY CRITERIA	65	

Criterion 2: Description of Project Field Quality Criteria

Description	Maximum Number of Tender Evaluation Points	BIDDER SCORE
<p>(h) Design Experience Expertise of design engineer 2 Points for every one-year design experience in the fields specified in Criterion 3 over the last 5 years. Refer to the table in Criterion 3 for the various fields.</p>	10	
<p>(I) Construction Monitoring Expertise of Key Personnel doing on site supervision 2 Points for every one construction experience in the fields specified in Criterion 3 over the last 5 years. Refer to the table in Criterion 3 for the various fields.</p>	10	
TOTAL EVALUATION POINTS FOR PROJECT FIELD QUALITY CRITERIA	20	

(h) Design Experience

Previous projects in the past three years similar to this specific tender project (or project grouping) that have been successfully designed by the specific person which will design this work. For measuring this requirement 2 points for every one design experience in this field over the last 5 years. A maximum of 10 Points can be obtained under this portion. No tender will be awarded to any bidder with no specific experience in the specific field, Aside from submitting a general CV for each of the key personnel as required in terms of Section 1.5.2 Bidders must submit a statement for work of the key personnel which highlights any particular fields of specialization and experience that is relevant to this particular project. **This should be declared in Section 1.5.9.**

(i) Construction Monitoring

Expertise of personnel allocated to do site supervision/monitoring. Previous projects in the past five years similar to this specific tender project (or project grouping) that have been successful designed by the specific person which will design this work. For measuring this requirement 2 points for every one year design experience in this field over the last 5 years. A maximum of 10 Points can be obtained under this portion. No tender will be awarded to any Bidder with no specific experience in the specific field, Aside from submitting a general CV for each of the personnel as required in terms of 1.5.12.Bidders must submit a statement for work of the personnel which highlights any particular fields of specialization and experience that is relevant to this particular project. **This should be declared in Section 1.5.10.**

Note: Where the entity Tendering is a joint venture a score for track record will be awarded to each party to the joint venture, which will then be combined in proportion to the percentage contribution of each party to the joint venture.

Criterion 3: Description of Project Specific Quality Criteria

Demonstrate experience in the design & execution of Municipal Infrastructure including:	Maximum number of tender evaluation points	BIDDER SCORE (Indicate which discipline/ Number)
(j) Water Reticulation (k) Water Purification (l) Water Master Plan (m) Sewerage Reticulation (n) Sewerage Purification (o) Sewage Master Plan (p) Water Conservation & Demand Management (q) Operations and Maintenance of Water Infrastructure (r) Operations and Maintenance of Wastewater Infrastructure (s) Asset Management Systems (t) Refurbishment of Water & Wastewater treatment Works (u) Rural Road Asset Management (v) Water Service Development Planning (WSDP) or Water Management Plan (WMP)	15	
Points allocated for relevant experience in each field above: <ul style="list-style-type: none"> • 3 points for less than 3 years • 6 points for 3 • 7 years • 9 points for 8 -10 years • 12 points for 11 • 15 years • 15 points for more than 15 years 	15	

*** NOTE: Service Providers will only be appointed for any of the above categories providing that the consultant has at least the minimum experience in the particular field.**

SECTION 1.5: SCHEDULES TO BE COMPLETED FOR CRITERION 1 to 3

1.5.1 Local office

Bidders must have an office within the boundaries of the KwaZulu Natal Province. The address of the local office must be indicated on Schedule below. This will be regarded as the domicilium citandi et executandi for the purposes of any contract arising from this Tender submission.

The Municipality reserves the right to inspect the offices of bidders and the office should have been established before the tender closes. Offices should remain in operation for the duration of the tender period otherwise the contract will be terminated with immediate effect.

Physically Address of office	
Postal Address of office	
Telephone number	
Fax number	
E-mail	
Contact Person	

1.5.2 Key personnel

In order to be considered for an appointment in terms of this Tender, the Tenderer must have the following key personnel in his permanent employment at the close of Tenders. Alternatively, a signed undertaking from a specialist Professional Service Provider, stating that they will undertake the necessary work on behalf of the Tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached Section 1.5.2 in the table below

- A registered professional engineer at ECSA with at least 10 (ten) years appropriate and verifiable post graduate experience who will be the Project Director/Principal, and responsible for all work carried out in terms of this Tender.
- A qualified engineer/technologist with at least 5 (five) years relevant and verifiable post graduate experience, who will be the Project Manager, and responsible for overall project management of the project.
- An Engineer/technologist/Technician with at least 3 (three) years relevant and verifiable experience in site supervision who can act as Engineering Representative.

The registration numbers of these individuals must be indicated on Section 1.5.2 below. The Curriculum Vitae of all key personnel (including sub-consultants) must be submitted with the Tender submission.

Detailed CV and certified copies of qualifications to be submitted to score points, failure to submit will result in zero points.

With reference to Criterion 1: Description of General Quality Criteria: a) Key Personnel

Name	Job Title	Qualifications	ECSA Registration No.	No. Of Years Specified Experience
Project Director/Principal				
Project Manager				
Engineering Representative				

1.5.3 With reference to Criterion 1: Description of General Quality Criteria: b) Experience and Region

A detailed summary list must be provided with the Tender submission, which must have sufficient detail to indicate specific projects of over R20 million (VAT included) in value which were completed by the Bidder, through the processes of designing, preparing of Tender documentation and construction supervision, within the KwaZulu Natal Province over the last 5 years. **Reference Letters from Clients and appointment letters must be provided for points to be claimed. The type of projects that can be accepted is as per the various criteria stipulated in criterion 3 (j to v)**

Regional project successfully completed:

Name of Project & Value	Town	Summary of work

Name of Project & Value	Town	Summary of work

1.5.4 With reference to Criterion 1: Description of General Quality Criteria: c) Knowledge of Municipal Environment

As the work required in terms of this Tender is strictly ruled by the prescriptions of the Municipal Finance Management Act 56 of 2003 (MFMA), Extended Public Works Programme (EPWP), Municipal Infrastructure Grant (MIG) as well as the Construction Industry Development Board (CIDB), considerable expertise is needed. A detailed summary list must be provided with the Tender submission, which must clearly indicate the extent of interaction with officials in the Municipality, over the last 5 years. **Reference Letters and appointment letters from clients must be submitted for points to be claimed. The type of projects that can be accepted is as per the various criteria stipulated in criterion 3 (j to v)**

Municipal projects successfully completed:

Name of Project	Municipality involved	Summary of work

Name of Project	Municipality involved	Summary of work

1.5.5 With reference to Criterion 1: Description of General Quality Criteria: d) Project Management

Project Management: Demonstrated experience in design and construction of Engineering projects of value in excess of R10 million. As work required in terms of this Tender is expected to be of the highest standard, considerable expertise and experience in the engineering field is needed. In order to measure suitable experience, 2 points will be given for every project completed by the personnel indicated in the local office (Section 1.5.1), with a value exceeding R10 million, over the last 5 years. A detailed summary list must be provided with the Tender submission, which must clearly indicate the experience in design and construction management of engineering projects, by listing of projects completed over the last 5 years. **Reference Letters from Clients must be provided for points to be claimed. The type of projects that can be accepted is as per the various criteria stipulated in criterion 3 (j to v)**

Over R10 million projects successfully completed:

Name of Project	Bidder's local office involvement	Summary of work

Name of Project	Bidder's local office involvement	Summary of work

1.5.6 With reference to Criterion 1: Description of General Quality Criteria: e) Professional Bodies and Professional Indemnity

It is generally expected that a consulting engineering company should function under the umbrella of CESA / SABTACO. 5 points will be allocated for registration of the Bidder as a member. A copy of membership registration must be provided with the Tender submission, which must clearly indicate the current registration of the Bidder.

Company registration with CESA/ SABTACO

Date of Registration	Registration number	Name of registered company

Professional indemnity insurance

The employer shall not award a contract to any Bidder that does not hold valid professional indemnity (PI) insurance providing cover in an amount of not less than R 15 million or to the value of the professional fee amount Tendered by the Bidder for a specific tender, this will be valid in respect of each and every claim during the period of insurance. **Proof of insurance cover above R 15 million must be submitted with the Tender.** The Municipality will not be held liable for any claims whatsoever, arising directly or indirectly due to errors made by the appointed Engineer in his overall design, Bill of Quantity, Specifications, Construction Monitoring, Site Supervision and any Legislative requirements/approvals not obtained or complied.

Proof of valid Professional Indemnity Insurance to be provided for points to be claimed.

1.5.7 With reference to Criterion 1: Description of General Quality Criteria: f) Labour Intensive Project Experience

Due to the work shortage also in our municipal area, labour intensive construction methods should be followed as far as possible, without watering down the quality of the final product, and also with minimum financial implications to the employer. It is therefore important for the Bidder to have a person with training and a vision towards labour intensive construction methods. For this purpose 3 points will be given to a Bidder with an in-office employee with NQF 5 training.

NQF Qualification obtained in Labour Intensive Construction	Name of staff member in office	Year completed

NQF Qualification obtained in Labour Intensive Construction	Name of staff member in office	Year completed

1.5.8 With reference to Criterion 1: Description of General Quality Criteria: g) Quality Assurance

ISO 9001: 2000 Certification

Bidders, who are certified as being compliant to the International Organization for Standardization's ISO 9001: 2015 quality management standard, will be awarded 5 Tender evaluation points. Proof of certification or application with evidence of previously started process must be attached to in order to qualify for these points.

Alternatively, Bidders who are following the standardized quality management standard as set out by CESA or equivalent quality management system, may be awarded 2 Tender evaluation points for full application of this system. The extent of the use of this system must be attached in order to qualify for these points. **Only a maximum of 5 points can be scored.**

Quality assurance system

Quality assurance system in office	Date of implementation/ application
ISO 9001: 2015 Certification	
CESA/ SABTACO system	

Note: Where the entity Tendering is a joint venture, provided one of the parties is ISO 9001: 2000 certified, and it has been indicated on the work plan submitted that that party will take responsibility for quality management, then the joint venture will be awarded 5 Tender evaluation points in this respect.

1.5.9 With reference to Criterion 2: Description of Project Field Quality Criteria: (h) Design Experience:

Expertise of design engineer, 2 points for every one-year design experience in Water and Sanitation projects over the last 5 years. **Detailed CV's of Design Engineers to be provided for points to be claimed. A maximum of 10 points can be scored.**

Name	Job Title	No of years Design Engineering Experience (CV verifiable)	BIDDER SCORE

Name	Job Title	No of years Design Engineering Experience (CV verifiable)	BIDDER SCORE
Maximum Points			10

1.5.10 With reference to Criterion 2: Description of Project Field Quality Criteria: (i) Construction Monitoring:

Construction Monitoring Expertise of key personnel doing on site Supervision. 2 points for every one year construction experience in water and sanitation projects in the last 5 years. Detailed CV's of Construction monitoring staff to be provided for points to be claimed. **A maximum of 10 points can be scored.**

Name	Job Title	No of years Construction Monitoring Experience (CV verifiable)	BIDDER SCORE

Name	Job Title	No of years Construction Monitoring Experience (CV verifiable)	BIDDER SCORE
Maximum Points			10

SECTION 1.6: SCHEDULES

Each Form in this series contains a table with the following heading:

Contract Number	Service	Project Title
Municipal Reference Number	Any project within the engineering field mentioned for design and construction (monitoring of a project)	No specific project will be specified

A brief discussion will be given to define the meaning of each column: Contract Number - unique number assigned to the project you worked on.

Service - The type of service is the group given as defined in the latest municipal budget.

Project Title - A short description is provided for projects as defined in the latest municipal budget. This describes the basis of the work, but the title may need change as the future extent of the project may vary slightly. Information to be supplied on this form **towards expertise of design engineer and key personnel doing on site supervision** is required to highlight staff strength specifically towards each project and only need to point out specific detail related to the project content, even if mentioned elsewhere.

Expertise of design engineer

Previous projects in the past five years similar to this specific tender project (or project grouping) that have been successfully designed by the specific person which will design this work. For measuring this requirement, 2 points for every one year design experience in this field by the specific design engineer over the last 5 years. A maximum of 10 points can be obtained under this portion. No Tender will be awarded to any Bidder with no specific experience in this specific field. Aside from submitting a general CV for each of the key personnel which highlights any particular fields of specialization and experience that is relevant to this particular project Tender.

Expertise of key personnel doing on site supervision

Previous projects in the past five years similar to this specific Tender project (or project grouping) that have been successfully supervised by the specific person who will supervise this work. For measuring this requirement, 2 points for every one year supervision experience in this field by the person proposed for site supervision over the last 5 years. A maximum of 10 points can be obtained under this portion. Aside from submitting a general CV for each of the key personnel as required in terms of Section 1.5.2, bidders must submit a statement of work of the key personnel which highlights any particular fields of specialization and experience that is relevant to this particular project tender. **Engineering site supervision and Tariff of Fees must be as published in the Government Gazette No 34875, board notice 206 of 20 December 2011.** The specific level as well as frequency is indicated in each project description, below.

With reference to Criterion 3: Description of Project Specific Quality Criteria:

Schedule 1.6.1 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(j) Water Reticulation	Design and construction and all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.2 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(k) Water Purification	<p>Design and construction and all associated functions as defined for this service by ECSA</p> <p>Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette</p>

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.3 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(I) Master Plan	Design and construction and all associated functions as defined for this service by ECSA

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Schedule 1.6.4 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(m) Sewerage Reticulation	Design and construction and all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.5 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(n) Sewerage Purification	Design and construction and all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.6 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(o) Sewerage Master Plan	Design and construction and all associated functions as defined for this service by ECSA

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Schedule 1.6.7 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(p) Water Conservation & Water Demand Management	<p>Water Conservation and Demand Management interventions displayed in Dysfunctional Schemes to alleviate situations</p> <p>Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette</p>

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.8 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(q) Operations & Maintenance of Water Infrastructure	Operations and Maintenance of all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.9 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(r) Operations & Maintenance of Wastewater Infrastructure	Operations and Maintenance of all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.10 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(s) Asset Management of Infrastructure Assets for Local and District Municipalities	<p>Display Asset Management Procedures in terms of GRAP 17 of all Infrastructure Assets for municipalities.</p> <p>Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette</p>

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

Schedule 1.6.11 Description of Projects in this portion of the tender:

Contract / Tender	Service	Project Title
	(t) Refurbishment of Water and Wastewater treatment plants	Design and construction and all associated functions as defined for this service by ECSA Site supervision will be required for this project, as agreed beforehand, fees as per standards set by the latest government gazette

COMPLETE THIS TABLE TO INDICATE STAFF STRENGTH TOWARDS THESE PROJECTS

Staff Member	Relevant experience in design of similar projects

Staff Member	Relevant experience in construction supervision of similar projects

EXPERIENCE OF TENDERER

The following is a statement of work of a similar nature (E.g. Road, halls &Buildings) successfully executed by myself / ourselves within the past 5 years:

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF WORK	VALUE OF WORK (inclusive of VAT)	COMPLETION DATE
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			

A separate schedule, clearly referenced, may be inserted here.

Bidders must have specific experience and submit at least three recent references (in a form of written proof/(s) on organization's letterhead including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

SIGNATURE:
(of person authorised to sign on behalf of the Tenderer)

DATE:

RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Attach additional pages if more space is required.

Failure to acknowledge any addendum released by uThukela District Municipality may result in your tender submission being declared non-responsive.

SIGNATURE:
(Of person authorised to sign on behalf of the Tenderer)

DATE:

ELIGIBILITY CRITERIA

Tender offers will only be accepted if:

1. The tenderer submits **an original valid** Tax Clearance Certificate/pin issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;
2. The tenderer has attended the Compulsory Briefing Session.
3. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector;
4. The tenderer has not:
 - a. abused the Employer's Supply Chain Management System; or
 - b. failed to perform on any previous contract and has been given a written notice to this effect;
5. The tenderer has completed the Declaration of Interest and Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
6. The tenderer is registered on the uThukela District Municipality's supplier database and the Central Supplier Database;
7. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges or 30 days if the value of the bid exceeds R10 Million. The latest municipal account is to be attached.
8. A Joint-Venture Agreement, if applicable, must be submitted with tender.
9. The tender offer is signed by a person authorized to sign on behalf of the Tenderer.
10. The tenderer scores more than or equal to **70 points out of 100** in respect of the Functionality test.
11. All returnable schedules are to be completed and all relevant certificates attached where indicated.

COMPANY PROFILE

Bidders are required to submit a Company Profile that records evidence of previous work which substantiate their ability to undertake specific tasks.

The Company Profile must include the following items:

- Company Registration Documents
- Latest Financial Statements
- VAT Registration Certificate

Please note that all copies of qualifications must be certified. Copies of certified documents will not be accepted.

Attach Company Profile to this page.



SIGNATURE:
(Of person authorised to sign on behalf of the Tenderer)

DATE:

NOTICE OF COMPULSORY BRIEFING SESSION

This certificate is to be completed at the conclusion of the Compulsory Briefing Session and must be stamped by an authorised municipal official. It supplements the attendance register circulated at the start of the session and confirms that the representative has satisfied themselves of the site conditions and factors influencing the scope and cost of the Works.

Briefing Session Details

DATE	
TIME: ATTENDANCE REGISTRATION	
TIME: BRIEFING	
VENUE	

Non-attendance at the Compulsory Briefing Session will render any submission invalid.

Representative Declaration

I hereby certify that I have attended the Compulsory Briefing Session and have familiarised myself with the conditions and circumstances that may influence the execution and costing of the Works.

(Print clearly)

NAME OF REPRESENTATIVE	
ON BEHALF OF TENDERER	
ADDRESS	
TELEPHONE NUMBER	
SIGNATURE (FOR TENDERER)	

FOR OFFICIAL USE ONLY

I confirm that the above-named representative was present for the full duration of the Compulsory Briefing Session.

I CONFIRM THAT THE TENDERER WAS PRESENT AT THE COMPULSORY BRIEFING SESSION	OFFICIAL DATE STAMP
--	---------------------

DATABASE REGISTRATION

Name of Tenderer:

CSD Registration Number:

No awards will be made to a tenderer who is not registered on the UTDM Supplier Database.

Provide proof of registration, on the central database for government (CSD summary report).

Provide valid tax clearance/pin certificate.

Database application forms can be collected at reception, 36 Lyell Street. Alternatively the forms may be downloaded of the uThukela District Municipality's website:

http://www.uthukeladm.co.za/index.php?option=com_docman&Itemid=191

SIGNATURE:

(Of person authorised to sign on behalf of the Tenderer)

DATE:

PROJECT SPECIFICATIONS AND SCOPE OF WORK

1. Introduction

The uThukela District Municipality seeks Professional Engineering / Professional consulting services entities to establish a panel for the period of three (3) years in an “as and when” basis in accordance with the **Engineering Council of South Africa (ECSA) Guideline Scope of Services and Professional Fees (02 April 2025), Government Gazette No. 52691** for the typical stages as listed below:

- Stage 1: Inception
- Stage 2: Concept and viability (preliminary design)
- Stage 3: Design development (detailed design)
- Stage 4: Documentation and procurement
- Stage 5: Contract administration and inspection
- Stage 6: Close out

2. Scope of Work and duties of service provider:

- Registered Professional Civil Engineers with specific proven experience in operations, maintenance, waste water management and design of water and sanitation infrastructure.
- Must have proven relevant experience in bulk water schemes and waste water schemes and networks.
- Must have proven experience in the maintenance and repairs of bulk, reticulation, electrical, mechanical, instrumentation, PLC and civil infrastructure.
- Must have capacity to provide key staff to attend emergencies at short notice.
- Must have experience in Non-Revenue Water, Pressure Management, Leak Detections and Repairs.
- Must have proven experience with dysfunctional schemes and a turnaround from writing business plans and secure funding from various institutions of government.
- Must be experienced with water quality and safety requirements and Blue Drop, Green Drop and No Drop.
- Must have an accredited ISO 9000:2015 Quality Management System in place.
- Must be experience with Asset Management in relation to water and Sanitation infrastructure.
- Must have capacity to mentor uThukela District Municipality engineers for the professional registration with the Engineering Council of South Africa (ECSA).

3. Submission of Tender

Sealed tenders, with the “Tender Number and Title” clearly endorsed on the envelope, must be deposited in the tender box indicated at the offices of the uThukela District Municipality, 36 Lyell Street, Ladysmith.

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

If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. The UTDM will not be held responsible for any tender document which is not

timeously delivered, mislaid or incorrectly delivered due to the negligence of the courier company or any other party involved in the delivery of the tender document.

Please note:

- Tenders that are deposited in the incorrect box will not be considered.
- Mailed, telegraphic or faxed tenders will not be accepted.
- Documents may only be completed in black ink.
- The use of correction fluid/tape on the bid documents is not allowed. If there is an error, draw a line through it, initial next to it and make the correction directly above /below/next to it.
- All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- All prices shall be quoted in South African currency

4. Certified copies

The tenderer shall, where required in terms of the tender document submit with the proposal, certified copies of all certificates specified. Failure to do so may render the proposal liable to rejection on the grounds of being incomplete. Copies of certified documents will not be accepted.

5. Bids Exceeding R10 Million

If the tendered value exceeds R10 million (VAT included), bidders are required to furnish:

- i. if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements:
 - for the past three years; or
 - since their establishment if established during the past three years;
- ii. a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- iii. particulars of any contracts awarded to the bidder 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
- iv. a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
- v. Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

6. Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender.

7. Completion of Tender Documents

The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender.

Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender. The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.

8. Tender Validity

Tender validity period is 90 days

9. Contact with Municipality after Tender Closure Date

Bidders shall not contact the uThukela District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the uThukela District Municipality, it should do so in writing to the uThukela District Municipality. Any effort by the firm to influence the uThukela District Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

10. Opening, Recording and Publications of Tenders Received

Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

Details of tenders received in time will be recorded in a register which is open to public inspection.

Faxed, e-mailed and late tenders will not be accepted.

i. Procurement Policy

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management Policy.

ii. Poor Performance

Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the uThukela District Municipality, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in the entire contract being reviewed or cancelled.

iii. Supplier Database

No awards will be made to a tenderer who is not registered on the UTDM Supplier Database. It is each tenderer's responsibility to keep all the information on the UTDM Supplier Database updated. If any information required (e.g. tax clearance certificate, proof of CIDB registration, etc.) is not valid or has expired, all transactions with the vendor may, in the sole discretion of the UTDM, be suspended until such time as the correct, verified information is received.

iv. Compulsory briefing

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

v. Inducements, rewards, gifts and other abuses of the Supply Chain Management System

No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of, may directly or indirectly:

- (i) Influence or interfere with the work of any UTDM officials involved in the tender process in order to inter alia:
 - a. influence the process and/or outcome of a tender;
 - b. incite breach of confidentiality and/or the offering of bribes;
 - c. cause over- or under-invoicing;
 - d. influence the choice of procurement method or technical standards;
 - e. Influence any UTDM official in any way which may secure an unfair advantage during or at any stage of the procurement process.
- (ii) Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, "blacklisting" and/or any such remedies as set out in the UTDM's SCM Policy.

vi. Compliance with the Municipal Finance Management Act:

All person tendering must ensure that their tender complies with the above act and if required copies of the relevant sections will be made available.

vii. VAT Registration

The tenderer must be VAT registered and a certified copy of VAT registration certificate in the name of the company tendering must accompany the Tender.

viii. Contract Period

The contract period for Professional Engineering Services shall be for three (3) years commencing from the date of engagement on an "as and when" required basis.

ix. Insurances

Tenderers are required to have a minimum Professional Indemnity Insurance of 15 million or equal to professional fee value.

x. Fee structure

Appointed consultants' fees are to be in accordance with **Engineering Council of South Africa (ECSA) Guideline Scope of Services and Professional Fees (02 April 2025), Government Gazette No. 52691**

xi. Payment

Payment will be made by the Council within thirty (30) days after receipt of an invoice. Service Providers shall be required to have a bank account in the legal name of the Service Provider as indicated on the Tax Clearance Certificate. No payment whatsoever will be made should the Service Provider fail to comply with this requirement, and the Council shall not be held liable for any loss or damages sustained by the Service Provider in this regard.

xii. Unsatisfactory Performance

Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

Before any action is taken, the uThukela District Municipality shall warn the consultant that action will be taken in accordance with the contract conditions unless the contractor complies with the contract

conditions and delivers satisfactory supplies or service within a specified reasonable time (7 days minimum). If the consultant does not perform satisfactorily despite the warning the institution will:

Take action in terms of its delegated powers and terminate the contract when correspondence is addressed to the consultant, reference will be made to the contract number/item number/s and an explanation of the complaint.