NDLAMBE MUNICIPALITY

TENDER DOCUMENT

TENDER 06/2526

PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT

NAME OF BIDDER	**:**	……………………………………………………….
BIDDERS CSD NO.	**:**	……………………………………………………….
CONTACT PERSON	**:**	……………………………………………………….
TELEPHONE NO.	**:**	……………………………………………………….
EMAIL ADDRESS	**:**	……………………………………………………….
PHYSICAL ADDRESS	**:**	……………………………………………………….
		……………………………………………………….
		……………………………………………………….

Closing date: **Monday, 21 September 2026 at 12:00**

NDLAMBE MUNICIPALITY

TENDER 06/2627

INVITATION TO TENDER – PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT

Ndlambe Municipality hereby invites experienced service providers to submit bids for the panel of service providers for the hiring of plant and equipment. The selected service providers will ensure the Municipality has access to the necessary resources to effectively deliver services across its jurisdiction, improve response times, and reduce service interruptions.

MINIMUM REQUIREMENTS FOR ALL TRUCKS/PLANT

- Photo of the Truck/Plant must be attached.
- Proof of Ownership/Letter of intent from plant hire company must be attached.
- Photo of VALID licence disk must be attached.
- Driver must have a VALID driver's licence and a VALID PDP (copies of both documents must be attached).
- Operators of the Tractor Loader Backhoe (TLB) must have a valid proof of competency.

FAILURE TO SUBMIT THE ABOVE WILL LEAD TO THE TENDER BEING DEEMED NON-RESPONSIVE

EVALUATION

Bids will be evaluated on compliance to specifications and functionality as follows (the detailed requirement matrix is set out in the returnable document).

Functionality Criteria	Maximum Points
Maximum Points	**100**
• **Company Experience**	**100**

Bidder proposals not achieving a functionality score of at least 60 points will NOT go forward to the Price/Specific Goals points calculation stage of the evaluation process.

<u>Bidders Shall Take Note of the Following Bid Conditions</u>:

1. Prices must be valid for the full duration at the validity period as noted in pricing schedule. Confirmation of this effect should appear on the pricing document.
2. Prices quoted must be firm and must be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. Bidders should provide pricing in respect of all required items.
5. Bids that are late will not be considered, whilst the lowest or only quotation will not necessarily be accepted.
6. A tax reference number and **PIN** or **TCC** must be provided.
7. Bidders must complete the Council's Declaration of Interest form (**MBD4**).
8. Bidders must complete the Council's Declaration for procurement above R5 million (VAT included) form **MBD5**).
9. Bidders must complete the Declaration of Bidder's Past Supply Chain Management Practices form (**MBD8**).
10. Bidders must complete a Certificate of Independent Bid Determination (**MBD9**).

11. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** as well as a

11.1. **Certified copy** of the proof of B-BBEE certificate **or original B-BBEE sworn affidavit**.

11.2. A Municipal Billing Clearance Certificate which covers, if applicable, both the company and its directors, must accompany all bids (a declaration form is included in the returnable document).

12. A Municipal Billing Clearance Certificate (in respect of both the company and, if applicable, directors/owners) must accompany all bids.

13. Evidence of registration of the company on the Central Supplier Database (CSD) must be provided (Supplier Number).

14. It should be noted that, with respect of this bid, the 80/20 points system will be applied, 80 being for price and 20 for the Specific goals.

15. The award will be made in terms of the Municipality's Supply Chain Management Policy.

16. All bids must be submitted on the official bid document provided by the Ndlambe Municipality.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website https://ndlambe.gov.za/web/returnable-bid-documents/

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R147-55 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **20 August 2026** (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT"** and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **21 September 2026**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from tenders@ndlambe.gov.za or ksanyamandwe@ndlambe.gov.za

NOTICE NUMBER: 179/2026 | **ADV R. DUMEZWENI**
NOTICE DATE: 20 AUGUST 2026 | **MUNICIPAL MANAGER**

NOTICE BOARDS, WEBSITE, TALK OF THE TOWN

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INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR THE PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND(TENDER 06/2627).

BID NUMBER: TENDER 06/2627 **CLOSING DATE:** 21 SEPTEMBER 2026 **CLOSING TIME:** 12H00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

BID DOCUMENTS TOGETHER MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

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

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (*as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)*

1. GENERAL REQUIREMENTS

1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **Tender 06/2627 – Panel of Service Providers for Hiring Plant and Equipment.**

1.2 The bidder is required to furnish full details requested on the bid forms.

1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR QUERIES

Name :	Mr. Lizo Mohapi
Telephone:	046 6045639
Email :	tenders@ndlambe.gov.za
Project Manager :	Mr. Kudakwashe Sanyamandwe
Telephone:	046 604 5511
Email :	ksanyamandwe@ndlambe.gov.za

3. TERMS AND CONDITIONS

3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested. Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive.

3.5 Ambiguities

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

SCOPE OF WORKS

PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT

1. INTRODUCTION

The Ndlambe Local Municipality is responsible for providing municipal services to its residents across multiple towns such as Port Alfred, Bathurst, Kleinemonde, Bushmans River, Kenton-on-Sea, Cannon Rocks, Boknes and Alexandria. The municipality is tasked with maintaining and upgrading infrastructure for water supply, sanitation, roads, and waste management to ensure consistent service delivery, particularly in light of increasing demand and aging infrastructure.

To support these efforts, the Ndlambe Local Municipality seeks to establish a panel of service providers for the hiring of various plant and equipment. This panel will provide the municipality with access to a range of equipment necessary for maintenance, repair, and operational activities. The panel will consist of multiple service providers to enhance service delivery flexibility and reliability, especially during peak demand periods and emergencies

2. PURPOSE

The purpose of this tender is to establish a panel of service providers for the supply and hiring of required plant and equipment for an initial period of 12 months, subject to renewal at the discretion of the Accounting Officer for two (2) further periods of 12 months each. This approach will ensure the Municipality has access to the necessary resources to effectively deliver services across its jurisdiction, improve response times, and reduce service interruptions.

3. SCOPE OF WORKS

The selected panel of service providers will be required to supply the following equipment on a rental basis:

3.1. PACKAGE A - SANITATION TRUCK (HONEYSUCKER)

- **Minimum Tank Capacity**: 6000 Litres
- A fully functional vacuum truck with a qualified and experienced operator.
- The vehicle must be suitable for the collection, suction, transportation, and discharge of sewage, sludge, wastewater, septic tank contents, and other liquid waste from municipal infrastructure.
- Must have a functional vacuum pump capable of safely suctioning liquid waste from septic tanks, conservancy tanks, manholes, pump stations, sumps, and wastewater treatment facilities.
- The truck must be fitted with suitable suction hoses, couplings, fittings, valves, and discharge equipment required for effective operation of up to 30m from the truck.
- The operator must have the necessary training, experience, and personal protective equipment for handling wastewater and sewage-related waste.
- The vehicle must be roadworthy, licensed, and compliant with all applicable safety, health, and environmental requirements.
- **Radius of Operation**: 200 km

- **Additional**: The service provider shall ensure that the truck is equipped with a vehicle monitoring device for monitoring purposes. A tracking report must be submitted as part of portfolio of evidence when submitting invoices. In addition to the vehicle monitoring (tracking) device, the truck shall be fitted, at the bidder's cost.
- The system shall record, per trip, the fill location and time, the discharge/delivery location and time, with date and time stamps.
- The tracking report, reflecting the above per trip, (together with any other mechanism fitted by the municipality) shall be submitted with every invoice as part of the portfolio of evidence. A job card must be completed daily for all trips, authorized by the relevant municipal official. Failure to provide renders the affected volumes unverifiable and non-payable.

Household suctions are evidenced by the Municipality's existing suction-request records. For suctions outside households (pump stations, manholes, conservancy and septic tanks at facilities, spill clearance and other ad-hoc work) where no household request record exists, verification anchors on dispatch and discharge rather than on the suction point:

- Work order / dispatch reference: every suction task, household or non-household, is dispatched under a pre-numbered work order issued by the Municipal standby controller/supervisor before the truck moves. No work order, no payment. This creates a record for non-household work that the household request log does not capture.
- Discharge-point verification: regardless of where the suction occurs, the truck must discharge only at the Municipality's approved disposal/treatment point. Each discharge is signed in at that point (sign-in register) and corroborated by tracker report.
- Volume per load: the certified tank-capacity certificate for each truck (verified at the pre-award inspection) converts each verified discharge into kilolitres for the per-kilolitre rate. A part-load is recorded against the tank level sensor reading.
- The daily Job Card ties these together, work order reference, suction location/description, requestor or facility, discharge point and time, and the Municipal official's authorisation.

3.2. PACKAGE B - WATER TRUCK

- **Minimum Tank Capacity**: 5000 Litres
- A fully functional water truck with a qualified and experienced operator.
- The vehicle must be suitable for the transportation and delivery of potable water.
- Must be fitted with a functional water tank, pump, hoses, valves, fittings, and discharge equipment required for effective water delivery.
- The vehicle must be roadworthy, licensed, and compliant with all applicable safety, health, and environmental requirements.
- The service provider must ensure that water is collected only from municipal-approved filling points.
- **Radius of Operation**: 200 km
- **Tracker**: The service provider shall ensure that the truck is equipped with a vehicle monitoring device for monitoring purposes. A tracking report must be submitted as part of portfolio of evidence when submitting invoices.
- In addition to the vehicle monitoring (tracking) device, the truck shall be fitted, at the bidder's cost.
- The system shall record, per trip, the fill location and time, the discharge/delivery location and time, with date and time stamps.
- The tracking report, reflecting the above per trip, (together with any other mechanism fitted by the municipality) shall be submitted with every invoice as part of the portfolio of evidence. A job card must be completed daily for all trips, authorized by the relevant municipal official. Failure to provide renders the affected volumes unverifiable and non-payable.

3.3. PACKAGE C - JETTING MACHINE SERVICE

- A fully functional jetting machine with a qualified and experienced operator.
- The jetting machine must be suitable for cleaning, unblocking, and flushing sewer pipelines, stormwater lines, manholes, pump station sumps, and other municipal drainage infrastructure.
- Must be fitted with a functional high-pressure water pump capable of removing blockages, sludge, silt, grease, sand, and other debris from pipelines.
- The machine must be fitted with suitable jetting hoses, nozzles, hose reels, fittings, valves, and other accessories required for effective operation.
- The equipment must be roadworthy, licensed where applicable, and compliant with all applicable occupational health and safety requirements.
- Radius of Operation: 200 km
- The service provider shall ensure that the plant/truck is equipped with a functional vehicle monitoring (tracking) device. A tracking report, reflecting deployment location, on-site time and date/time stamps for the period claimed, must be submitted as part of the portfolio of evidence with every invoice.

3.4. PACKAGE D – SUPER SUCKER TANKER SERVICE

- A fully functional super sucker / vacuum tanker truck with a qualified and experienced operator.
- The vehicle must be suitable for the removal of sewage, sludge, silt, sand, debris, and other wastewater-related materials from sewer infrastructure.
- The truck must be fitted with appropriate suction hoses, couplings, fittings, and accessories required for effective operation.

- The operator must have the necessary training, experience and personal protective equipment for working in wastewater and sewer environments.
- Radius of Operation: 200 km
- The service provider shall ensure that the plant/truck is equipped with a functional vehicle monitoring (tracking) device. A tracking report, reflecting deployment location, on-site time and date/time stamps for the period claimed, must be submitted as part of the portfolio of evidence with every invoice.

3.5. PACKAGE E – TLB (TRACTOR LOADER BACKHOE)

- A fully functional Tractor Loader Backhoe (TLB) with a qualified and experienced operator.
- The TLB must be suitable for excavation, trenching, backfilling, loading, stockpiling, site clearing, and general municipal infrastructure maintenance works.
- Must be fitted with a functional front loader bucket and rear backhoe/excavator attachment.
- The operator must have the necessary training, experience, and personal protective equipment for construction and municipal maintenance environments.
- Radius of Operation: 200 km
- The service provider shall ensure that the plant/truck is equipped with a functional vehicle monitoring (tracking) device. A tracking report, reflecting deployment location, on-site time and date/time stamps for the period claimed, must be submitted as part of the portfolio of evidence with every invoice.

3.6. PACKAGE F – GRADER

- A fully functional Grader with a qualified and experienced operator.
- The grader must be suitable for blading, ripping, scarifying, and general municipal road infrastructure maintenance works.
- Must be fitted with a functional blade rippers and scarifier attachments.
- The operator must have the necessary training, experience, and personal protective equipment for construction and municipal maintenance environments.
- Radius of Operation: 200 km

3.7. PACKAGE G – RIDE-ON ROLLER

- A fully functional ride on roller with a qualified and experienced operator.
- The roller must be suitable for compacting road layers and general municipal road infrastructure maintenance works.
- Must be fitted with functional hydraulic vibration control.
- The operator must have the necessary training, experience, and personal protective equipment for construction and municipal maintenance environments.
- Radius of Operation: 200 km
- A minimum operating weight of 2900kg.
- A minimum of two vibratory steel drums if the operating weight is 2900kg with a minimum drum width of 1200mm
- A minimum engine power of 24.3kw/32.7hp.

3.8. PACKAGE H – LOW BED TRUCK AND TRAILOR

- A fully functional lowbed truck and trailor with a qualified and experienced operator.
- The lowbed must be suitable for transporting a grader.
- Must be fitted with a high strength frame.
- The operator must have the necessary training, experience, and personal protective equipment for transporting construction vehicles.
- Radius of Operation: 200 km
- The service provider shall ensure that the plant/truck is equipped with a functional vehicle monitoring (tracking) device. A tracking report, reflecting deployment location, on-site time and date/time stamps for the period claimed, must be submitted as part of the portfolio of evidence with every invoice.
- Must be able to carry up to 21000kg of weight.

4. MINIMUM REQUIREMENTS FOR ALL TRUCKS/PLANT

- Photo of the Truck/Plant must be attached.
- Proof of Ownership/Letter of intent from plant hire company
- Truck/Plant must have a valid licence disk and a valid Certificate of Fitness (COF).
- Photo of VALID licence disk must be attached.
- Weekends and public holidays must be included.
- Wet rate, fuel, driver and insurance costs must be included.
- Driver's accommodation must be included.
- Driver must have a VALID driver's licence and a VALID PDP where applicable (copies of both documents must be attached).
- Maximum of eight hours a day, from 07h30 to 16h30
- Bidders will be given **48 hours' written notice** to make the quoted truck/plant available for inspection by a designated Ndlambe Municipality official in Port Alfred, at the bidder's own cost. **Any bidder who fails to present the quoted truck/plant within the stipulated period, or whose truck/plant fails the inspection, will not be appointed to the panel.**

5. PRICING, PANEL OPERATION & FRAMEWORK AGREEMENT

5.1. Pricing and Payment

This clause explains in full how pricing and payment operate for this tender and is to be read with the Pricing Schedule (Form of Offer).

5.2. Basis of pricing

- This is a rate-based, multi-provider panel. No quantities are guaranteed; orders are placed on an as-and-when-required basis according to operational need and budget availability, against the rates tendered.
- All rates are fixed and firm for the contract period, inclusive of VAT where applicable, and are all-inclusive WET RATES (plant and accessories, fuel, operator/driver, labour, allowances, insurance, maintenance, and establishment and disestablishment within Ndlambe Local Municipality).

5.3. Pricing components –

- Package A and Package B: Throughput rate – a rate per kilolitre (kℓ) of potable water delivered (Package B) or wastewater/sludge removed and lawfully discharged (Package A), measured and verified at a municipal-approved point.

- Packages C (jetting), D (super sucker), E (TLB), F (Grader) and G (Ride-on roller) remain priced per day.
- Package H (Lowbed): Bidders must quote a rate per kilometre (km) travelled while the lowbed is transporting plant or equipment, such as a grader, TLB, excavator, or similar machinery. Ndlambe Municipality will pay only for kilometres travelled while delivering and returning the plant/equipment. No payment will be made for kilometres travelled while the lowbed is empty. Bidders must therefore factor all empty-trip costs into their quoted rate.

5.4. Municipal ceiling and rate negotiation

The Municipality has determined, for internal evaluation purposes, an estimated ceiling rate per package, based on a cost estimate that takes into account current fuel prices, driver labour, insurance, maintenance, overheads and inflation. The ceiling is the maximum the Municipality regards as market-related for each package.

- Each bidder's tendered rates will be assessed against the ceiling by applying them to the notional evaluation basket (see 1.6).
- Where a bidder's rates exceed the ceiling, the Municipality will, before appointment, invite that bidder to negotiate a reduction of its rates to the ceiling price. This applies to all bidders whose rates exceed the ceiling.
- A bidder that agrees to the ceiling price will be appointed at the reduced (ceiling) rates. A bidder that does not agree to a market-related (ceiling) price may not be appointed to the panel for that package, consistent with the market-relatedness provisions of the Preferential Procurement Regulations, 2022 and the Municipality's SCM Policy.
- All negotiations and revised rates will be recorded in writing and form part of the appointment record and the Framework Agreement.

5.5. Measurement and verification

Volumes are measured at the Municipality's approved filling/discharge points and corroborated by the truck's tank-capacity certificate, tracking system, and the signed daily Job Card (see the monitoring and Job Card clauses). Where readings conflict, the Municipality's reading prevails.

5.6. Evaluation and invoicing basis

For comparative price scoring (80/20), tendered rates are applied to a notional monthly basket built from historical usage (kilolitres, with the maximum daily rate as the per-truck daily ceiling), replacing the "30 days hiring" basis. Invoices are payable only against a complete portfolio of evidence (Job Card, tracking report) and within 30 days of a valid invoice in terms of section 65 of the MFMA.

Every invoice shall be accompanied by a complete portfolio of evidence for the period claimed, comprising:

- the signed daily Job Card(s) (sample attached), authorised by the responsible Municipal official at the point of service;
- the vehicle tracking report for the relevant truck/plant and period; and

Where the metered/verified volume and the bidder's claim differ, the Municipality's metered reading prevails. No payment shall be made for any volume, standby time or deployment not supported by the portfolio of evidence above.

6. Operation of the Panel – ranking, locality and rotation

6.1. Composition and ranking

On appointment, the service providers placed on the panel for each package are ranked according to their final evaluation score (price plus specific goals). The ranked list per package forms the basis for allocating work.

6.2. Rotation mechanics

- A rotation register is maintained per package. Each allocation is recorded with the date, provider, work order reference and the reason for the allocation, for audit purposes.
- A provider who is offered work and declines, or who is unavailable or non-compliant, moves to the back of the rotation for that cycle; the next eligible provider is allocated and the reason recorded.
- In a genuine emergency, the nearest available suitable provider may be allocated out of rotation, with the reasons recorded and the rotation corrected at the next opportunity.

6.3. Performance and standing

Provider performance is reviewed monthly. Underperformance results in written notification; continued underperformance may lead to suspension from the rotation and, ultimately, removal from the panel. Allocation is at all times subject to operational need and budget availability, and no provider is guaranteed any volume of work.

7. Periodic revision of the panel and admission of new entrants

- The panel is an open arrangement that is revised periodically to enable new entrants to join, so that the panel does not unduly restrict competition over its term.
- Prospective service providers may lodge applications, on the official bid documentation, at any time during the contract period.
- Applications are considered bi-annually (every six months) at the discretion of the Accounting Officer. Applicants considered in a revision window must meet the same minimum requirements, achieve the same functionality threshold, pass the same price and specific-goals evaluation, and accept the prevailing ceiling rates and Framework Agreement terms.
- Newly admitted providers will participate in the rotation on the same basis as existing members.
- Periodic revision do not extend the overall contract period; new entrants serve only the remaining period of the contract.
- The Municipality will give notice of each revision window on the municipal website. This approach is consistent with National Treasury good practice for open panels/framework arrangements and with the direction of the Public Procurement Act, 2024 (framework agreements), which provides for periodic admission to framework arrangements.

8. Nature of the arrangement and Treasury alignment

8.1. Classification

This is a multi-provider panel constituted as a framework-type arrangement: it is rate-based, secures no guaranteed quantities, and is called off on an as-and-when basis. Under the current legal framework – the Municipal Finance Management Act, the Municipal Supply Chain Management Regulations, 2005, and the Preferential Procurement Policy Framework Act with the Preferential Procurement Regulations, 2022 – it is established through an advertised competitive bidding process. The Public Procurement Act 28 of 2024 (assented in 2024 but not yet in force; draft regulations published for comment in April 2026) formally provides for "framework agreements", and this tender is structured to align with that direction.

8.2. Duration

The contract period is 12 months, subject to renewal at the discretion of the Accounting Officer for two (2) further periods of twelve months each.

8.3. Treasury-aligned features built into this tender

- Advertised competitive bidding with objective functionality and 80/20 price-and-specific-goals evaluation.
- Documented, objective call-off and allocation rules (ranking, locality, rotation) that prevent favouritism and concentration.
- A market-relatedness ceiling with rate negotiation before appointment.
- Performance management with defined remedies.
- Periodic refresh to admit new entrants, preserving competition.
- A full audit trail for every allocation and payment, supporting reporting to Council, MPAC and the Auditor-General, and reducing irregular-expenditure risk.

PERFORMANCE REVIEW

The successful bidder's performance will be reviewed on a monthly basis. Continued underperformance will result in written notification, and if it persists, contract termination

APPOINTMENT OF SERVICE PROVIDERS

Ndlambe Municipality will appoint the panel of service providers per PACKAGE as follows:

PACKAGE A - Sanitation Truck (Honeysucker)
PACKAGE B - Water Truck
PACKAGE C - Jetting Machine Services
PACKAGE D – Super Sucker Tanker Service
PACKAGE E – Tractor Loader Backhoe(TLB)
PACKAGE F – Grader
PACKAGE G – Ride-on roller
PACKAGE H – Lowbed Truck and Trailor

The evaluation process will be based on theoretical values calculated on 30 days truck hiring per service provider.

Orders will be placed on an "as and when required basis" based on operational requirements and budget availability.

NB: It is not compulsory for bidders to quote on all groups

Signature of the bidder..

Functionality Evaluation

The bid will be subject to a functionality evaluation, to determine the technical capability of the bidder.

Bidders must obtain a minimum functionality score of 60 points out of 100 points to proceed to the Price and Specific Goals evaluation stage. Bidders failing to achieve the minimum score stated above, will be disqualified from further evaluation.

ITEM NO.	EVALUATION - FUNCTIONALITY	SUBSTANTIATING EVIDENCE	POINTS PER PROVIDED EVIDENCE	MAXIMUM AVAILABLE POINTS
1	COMPANY EXPERIENCE	**Previous experience in the provision of hiring services of plant and equipment in the last 5 years** Acceptable evidence of experience: Written Purchase Orders / Appointment letters with signature and contact details of the client for each category. Experience related to Water and Sanitation Trucks shall be acceptable for both Package A and Package B 20 points per compliant proof of evidence of experience as per above Purchase Order / Appointment letter shall state the name of entity supplied with related items, contact details of project manager, services provided and value of award.	2 0	100
	MAXIMUM AVAILABLE TOTAL POINTS			100

Minimum score for functionality is 80 points.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE A AND PACKAGE B

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE C

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE D

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation <u>must</u> be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE E

2. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE F

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE G

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION
The information required for the functionality evaluation <u>must</u> be submitted in the following format:

COMPANY EXPERIENCE: PACKAGE H

1. List of relevant or similar projects/services rendered/provided by the bidder (Appointment letters/order/reference letters to be attached to substantiate the experience requested below).

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						
2.						
3.						
4.						
5.						

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS

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	F Other (Specify)

I/We, the undersigned, am/are* duly authorised to sign the Tender Form for this contract on behalf of..(bidding entity) acting in the capacity of..(Position in the Enterprise), and will sign as follows: ...., the Bid/Tender, and all documents and/or correspondence of this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature: ______________________________

Witness 2 Signature: ______________________________

Chairperson's Signature: ______________________________

Date: ______________________________

Name of Directors/Members or Partners	**Capacity**	**Signature**	**Date**

Note:

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.

Alternative a resolution taken by the parties to the bidding entity may be attached to this bid, authorizing a signatory for THIS bid.

FORM OF OFFER-PACKAGE A

TENDER 06/2627 – PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT (PURCHASES) (MBD 3.1)

Name of Bidder: ………………………………………	Bid Number: Tender 06/2627
Closing Time: 12:00 (NOON)	Closing Date: 21 September 2026

TENDER WILL BE VALID FOR 90 CALENDAR DAYS

Pricing Instructions:

1. This is a rate based tender and therefore no quantities, sub totals and totals will be applicable in the pricing schedule and orders will only be generated on an as and when required basis according to the submitted rates
2. Quoted prices shall be FIXED and FIRM for the duration of the Contract.
3. Quoted prices must include VAT (where applicable)
4. Quoted prices must be all inclusive-WET RATE (plant/equipment and its accessories, fuel, operator/driver, labour, allowances, insurance and maintenance cost.)
5. Quoted prices must be inclusive of establishment and disestablishment of plant in Ndlambe Local Municipality.
6. Bidders may quote on one or more packages according to their experience and capacity

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

ITEM	PACKAGE	DESCRIPTION	UNIT OF MEASUREMENT	AMOUNT
1	**PACKAGE A**	Provision of Sanitation Truck Hiring Services	Per suction	**R**
2	**PACKAGE B**	Provision of Water Truck Hiring Services	per kℓ	**R**
3	**PACKAGE C**	Provision of Jetting Machine Services	Per day	**R**
4	**PACKAGE D**	Hiring of Super Sucker Tanker Service	Per day	**R**
5	**PACKAGE E**	Hiring of Tractor Loader Backhoe (TLB)	Per day	**R**
6	**PACKAGE F**	Hiring of Grader	Per day	**R**
7	**PACKAGE G**	Hiring of Ride-on roller	Per day	**R**
8	**PACKAGE H**	Hiring of Lowbed Truck and Trailor	Per km	**R**

I the undersigned (Full Names) …………………………………………………duly authorized thereto hereby undertake to supply all the stipulated goods to Ndlambe Local Municipality in accordance with the requirements and specifications stipulated in Tender No. 06/2627 for the PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT as per the above price/s quoted. The offer/s remains binding upon me/company/close cooperation and open for acceptance by Ndlambe Local Municipality during the validity period indicated and calculated from the closing time of bid.

Signed on this…........……day of ....2026, at

…………………………..........................   (Place)

SIGNATURE OF AUTHORISED PERSON: ………………………………………

NAME OF AUTHORISED PERSON: ………………………………………………

On behalf of the bidder (Company Name)………………………………………

WITNESS 1: ………………………………………………..

WITNESS 2: …………………………………………………

Causeway Road
P O Box 13
Port Alfred
6170

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Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

1. No bid will be accepted from persons in the service of the state[1].

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, hareholder[2]):………………………..

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. ….…………………………………………………………

………………………………………………………………………………………………..

[1]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.

[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, principal 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 **Date**

………………………………. …………………………………….
Capacity **Name of Bidder**

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DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED)

For all procurements expected to exceed R5 million (VAT 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 a municipality 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 a municipality 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, 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 **Date**

…………………………………. **………………………………………………………………………….**

Position **Name of Bidder**

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SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:
- 1the 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. Points shall be awarded for:
1.2.1. Price;
1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

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

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	Total points	**100**	**100**

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit proof of locality with the bid, will be interpreted to mean that preference points for Bidder Locality are not claimed.

1.7. Ndlambe Local Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the municipality.

2. DEFINITIONS

(a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) "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 goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) "prices" includes all applicable taxes less all unconditional discounts;

(h) "proof of B-BBEE status level of contributor" means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(j) "specific goals" means specific goals as contemplated in Para 4 of Ndlambe Municipality's Preferential Procurement Policy.

3. BID DECLARATION – SPECIFIC GOALS

3.1 Bidders who wish to claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = _______ Points claimed = ______________ (see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: ____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

N.B. a recent Municipal Billing Certificate (not dated earlier than two months before the bid closing date) to be attached.

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm: ____

4.2 VAT registration number (if a VAT Vendor) ______________________________________

4.3 CSD (Central Supplier Database) number: MAAA__________________________________

4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

____

4.5 MUNICIPAL INFORMATION

Municipality where business is situated: ___________________________

Registered Account Number: ___________________________

Stand Number: ___________________________

4.6 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 and Locality in paragraphs 1.4 and 3 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 paragraphs 1.4 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) 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

(e) forward the matter for criminal prosecution.

WITNESSES	
1	SIGNATURE(S) OF BIDDERS(S)
2	DATE: ....
	ADDRESS ....

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P O Box 13
Port Alfred
6170

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Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

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	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? (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 *audi alteram partem* rule was applied). **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.**	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **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.**	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………………...	**…………………………..**
Signature	**Date**
……………………………………….	**…………………………..**
Position	**Name of Bidder**

NDLAMBE LOCAL MUNICIPALITY – MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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6170

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tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

1 This Municipal Bidding Document (MBD) must form part of all bids[1] 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 consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

………………………………………………… …………………………………
Signature Date

………………………………………………….. …………………………………
Position Name of Bidder

CERTIFICATE FOR MUNICIPAL SERVICES

Causeway Road
P O Box 13
Port Alfred
6170

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Fax: (046) 604 2702
tenders@ndlambe.gov.za
http://www.ndlambe.gov.za

Information required in terms of Ndlambe Municipality's Supply Chain Management Policy, Para 14(5)(b):

Tender Reference or Description: Tender 06/2627 – Panel of Service Providers for Hiring Plant and Equipment for Water Services

Name of Bidder: ____

FURTHER DETAILS OF THE BIDDER/S: Proprietor/Director(s)/Partners, etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender documents.

Name of Director/Member/ Partner	Identity Number	Physical residential address of Director/Member/ Partner	Municipal Account number(s)

I, ____, the undersigned,

(full name in block letters) 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 or municipal entity in respect of which payment if overdue for more than 30 days.

____

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder/Contractor

at _________________________ on the _____ day of ___________________________

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.

NDLAMBE MUNICIPALITY

TENDER 06/2627

PANEL OF SERVICE PROVIDERS FOR HIRING PLANT AND EQUIPMENT

ADDITIONAL DOCUMENTATION

Attach further required documentation after this page
(refer also to Tender Invitation Notice and elsewhere in the Bid Documentation):

1. CSD REPORT
2. TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED
3. ATTACH VALID BBBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS
4. MUNICIPAL ACCOUNT NOT OLDER THAN THREE MONTHS
5. PROOF OF JOINT VENTURE AGREEMENT (IF APPLICABLE)
6. MINIMUM REQUIREMENTS

BIDDER MUST ATTACH THE CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT

TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED

ATTACH VALID BBBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS

THE BIDDING ENTITY AS WELL AS ALL ITS DIRECTORS MUST SUBMIT A MUNICIPAL ACCOUNT WHICH IS NOT MORE THAN THREE (3) MONTHS IN ARREARS

ATTACH PROOF OF JOINT VENTURE AGREEMENT

MINIMUM REQUIREMENTS FOR ALL TRUCKS/PLANT

- Photo of the Truck/Plant must be attached.
- Proof of Ownership/Letter of intent from plant hire company must be attached.
- Photo of VALID licence disk must be attached.
- Driver must have a VALID driver's licence and a VALID PDP (copies of both documents must be attached).
- Operators of the Tractor Loader Backhoe (TLB) must have a valid proof of competency.
- Operators of the Grader must have a valid proof of competency.
- Operators of the Lowbed Truck and Trailor must have a valid proof of competency.

GENERAL REQUIREMENTS

1 The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate but will be evaluated inclusive of VAT.

The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

2 COMPETENCY REQUIREMENTS

The service provider should have expertise and experience in the provision of services of a similar nature to the services requested by the NDLAMBE MUNICIPALITY.

3 COMPLETENESS OF THE BID INFORMATION

The NDLAMBE MUNICIPALITY may request clarification or additional information regarding any aspect of the bid. The Bidder must supply the requested information within 48 hours after the request has been made.

4 TERMINATION FOR DEFAULT

The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

a) if the service provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the client;
b) if the service provider fails to perform any other obligation(s) under the contract; or
c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

5 EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following:

a) Assessment of Compliance to bid conditions and scope of work

Bids will be assessed for compliance to the bid requirements and scope of works after which they will progress to the functionality evaluation.

b) Assessment of functionality

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold for functionality as per the Bid invitation and will not proceed to the evaluation for price and specific goals. All responses to this Request for bids shall be evaluated in terms of the Functionality Criteria and Score Sheet which is to be completed by all bidders and, documentation supporting each criteria must be supplied.

Functionality Criteria

1. Relevant experience	100
TOTAL	**100**

The minimum functionality score is 60/100

c) **Preference points systems and Specific Goals**

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 points for specific goals as follows as per the MBD 6.1 document.

a. The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration;

Pt = price of tender under consideration; and

Pmin = price of lowest acceptable tender.

b. The following tables shall be used to award points for B-BEE contribution and locality points as per the Ndlambe Municipality specific goals.

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 table 1 below**:

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached as per invitation to tender.

Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: ____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

N.B. a recent Municipal Billing Certificate indicating that the bidder is not in arrears for more than three months is to be attached.

A Bidder failing to submit proof of B-BBEE status level of contributor will score zero(0) points.

A Bidder will not be awarded points for B-BBEE status level of contributor if the response indicates that the Bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

The points scored by an Bidder for specific goals will be added to the points scored for price.

The points scored will be rounded off to the nearest two decimal places.

The contract shall be awarded to the Bidder scoring the highest points.

If the price offered by a bidder scoring the highest points is not market related, the Ndlambe Municipality may not award the contract to that bidder.

The Ndlambe Municipality may:

a) negotiate a market related price with the Bidder scoring the highest points or cancel the bid;
b) if the Bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid;
c) if the Bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid.
d) If a market related price is not agreed, the NDLAMBE MUNICIPALITY will cancel the bid.

5 COMPULSORY SUB-CONTRACTING

This tender is not subject to subcontracting.

6 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked **"**where after, Bids will be opened in public as per the invitation to tender. Late, telephonic, faxed and emailed electronic bids will not be accepted.

7 RETURNABLES:

The following documents must be submitted with the bidder's Application:

7.1 Applications to be submitted by a Trust require certified copies of:

7.1.1 The Trust Deed and any amendments thereto;

7.1.2 The Trust's Letters of Authority and endorsements thereto;

7.2 Applications to be submitted by a Partnership require certified copies of:

7.2.1 The applicable Partnership Agreement;

7.2.2 The Identity Document or Registration Document of each partner.

7.3 Applications to be submitted by a Natural Person require a certified copy of the persons ID.

7.4 Each Bidder shall note the functionality criteria score sheet and, where applicable, documentation supporting each criterion in the functionality table must be supplied.

7.5 Each Bidder shall complete the form of offer, failure to complete the form of offer will deem the bid non-responsive.

7.6 Each Bidder shall submit proof of B-BBEE status level of contributor as per the invitation to tender. Failure to submit will result in zero (0) points scored for the B-BBEE points in the specific goals.

7.7 Each Bidder must complete and submit the MBD 4 hereto given Paragraph 44 of the Supply Chain Management Policy of the NDLAMBE MUNICIPALITY which provides that:

7.7.1 Irrespective of the procurement process followed, no award may be made to a person:

7.7.1.1 who is in the service of the state;

7.7.1.2 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

7.7.2 a person who is an advisor or consultant contracted with the NDLAMBE MUNICIPALITY.

7.8 Each Bidder shall complete and submit the Certificate of Independent Bid Determination.

7.9 Each Bidder shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD).

7.10 Each Bidder shall submit proof of valid and compliant SARS Tax status issued in respect of Good Standing, through a SARS Tax pin/Tax Clearance Certificate or CSD SARS compliant status.

7.11 Proof of its VAT registration number, where applicable.

7.12 All Bidders should furnish proof that all amounts due to the Ndlambe Municipality by the Bidder, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Bidders whose address or registered office is not within the jurisdiction of the Ndlambe Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.

7.13 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.

7.14 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, if applicable.

7.15 Details of services provided by the Bidder to any organ of state in the last five (5) years.

Part 6
Bid Form and Important Conditions

1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Ndlambe Municipality on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2 I/We agree that:

(a) the offer herein shall remain binding upon me/us and open for acceptance by the Accounting Officer during the validity period indicated and calculated from the closing time of the Bid;

(b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;

(c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the NDLAMBE MUNICIPALITY may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the NDLAMBE MUNICIPALITY and I/we will then pay to the NDLAMBE MUNICIPALITY any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bids and by the subsequent acceptance of any less favorable Bid, the NDLAMBE MUNICIPALITY shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contact or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the NDLAMBE MUNICIPALITY may sustain by reason of my/our default;

(d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).

3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

6 I/We declare that I/we have participation **/** no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.

----

7 Are you duly authorized to sign the Bid? ***YES / NO**

8 Has the Declaration of Interest been duly completed and included with the other Bid forms? ***YES / NO**

**Delete whichever is not applicable*

SIGNATURE (S) OF BIDDER_____
DATE:________

Please complete the following in block letters

Capacity and particulars of the authority under which this Bid is signed ________________________________

Name of Bidder ________________________________

Postal Address ________________________________

Telephone number(s) ________________________________

Facsimile number(s) ________________________________

Bid Number ________________________________

Name of contact person ....

IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.

2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.

3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.

4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.

5. This Request for tender forms part of the official Supply Chain Management Processes of the Ndlambe Municipality and in the event of any conflict between the Supply Chain Management Policy and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.

6. Late and incomplete bids will not be accepted. The only or lowest bid will not necessarily be accepted and the Ndlambe Municipality reserves the right to accept the whole or any portion of a bid, or not to make an award.

7. **Posted, e-mailed, or faxed applications will not be accepted.**

8. Receipt by the NDLAMBE MUNICIPALITY of the Bidder's response shall not in any manner whatsoever oblige the NDLAMBE MUNICIPALITY to enter any negotiations or to enter into any contract with the Bidder and any award made in terms of this bid shall be subject to an agreement being concluded between the Bidder and the NDLAMBE MUNICIPALITY on terms and conditions acceptable to the Accounting Officer of the NDLAMBE MUNICIPALITY.

9. NDLAMBE MUNICIPALITY accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid.

10. Any costs and/or expenses incurred by any Bidder in submitting its response shall be for the exclusive account of the Bidder and the NDLAMBE MUNICIPALITY shall not be liable in this respect whatsoever.

11. The Bidder acknowledges and agrees that it shall have no claim or claims whatsoever against the NDLAMBE MUNICIPALITY, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Bidder of its response pursuant to the Bidder having been invited to submit same in terms of this documentation.

12. Any Bidder:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the Ndlambe Municipality in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this bid will result in the application not being considered.

14. The Bidder acknowledges that this bid request is for the Bidder to submit a response to the NDLAMBE MUNICIPALITY as constituted by this document, it does not confer on the Bidder any legal right or entitlement or legitimate expectation in relation to the NDLAMBE MUNICIPALITY and the Bidder acknowledges that this bid similarly does not impose or create any obligation on the NDLAMBE MUNICIPALITY to be discharged in favour of the Bidder.

15. **No verbal and / or telephonic queries and clarifications will be entertained by the NDLAMBE MUNICIPALITY and must be made in writing and will be responded to accordingly. The NDLAMBE MUNICIPALITY reserves the right to circulate the questions and answers to all registered Bidders in the form of a bulletin. All queries and clarifications are to be addressed to tenders@ndlambe.gov.za, the tender reference number Tender 06/2627 must clearly be stated subject line. The cut - off date for such queries and clarifications will be close of business on Monday, 14 September 2026.**

Bid Check List

Ndlambe Municipality Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid: **Tick**

1. All pages of the bid document have been read and initialed by the bidder. ☐
2. All pages requiring information have been completed in black ink. ☐
3. The Pricing Schedule has been checked for arithmetic correctness. ☐
4. All sections requiring information have been completed. ☐
5. The bidder has submitted the following documentation, e.g.
   - BBBEE Certificate or Sworn Affidavit (original or certified copy) ☐
   - Compliant Tax clearance status on SARS and CSD ☐
   - CSD supplier report/ number ☐
   - Valid Municipal Billing Clearance Certificate (original or certified copy) ☐
   - CIDB Certificate (if applicable) ☐
   - Bids with a value of more than R10 million (VAT Incl.) are required to submit the financial statements for the past three years or since establishment, if established during the past three years. ☐

Sample – Daily Job Card

The following is provided as the sample Job Card to be completed per truck per day and submitted with invoices.

NDLAMBE MUNICIPALITY – DAILY JOB CARD Hiring of Plant and Equipment			
Job Card No.		Date	
Work order/dispatch ref.		Package (A/B/C/D/E)	
Service provider		Truck reg. no.	
Driver name		PDP no.	
Certified tank capacity (kℓ)		Municipal cost centre / vote	

Trip log:

Trip	Fill point / location	Fill time	Discharge / delivery point	Disch. time	Beneficiary / area / facility	Volume (kℓ)
1						
2						
3						
4						
5						
				Total kℓ		

Standby (municipality-caused delay only):

Start time	End time	Reason (municipality-caused)	Hours

Portfolio of evidence attached:

Document	Attached (Y/N)	Reference
Vehicle tracking report		
On-board monitoring report (Packages A and B)		

Verification and authorisation:

Role	Name & signature	Date
Municipal official (at point of service)		
Supervising official (verification)		
Service provider representative		

Payment is subject to this Job Card being fully completed and authorised, and to the attached tracking and on-board monitoring evidence. Where readings conflict, the Municipality's metered/verified reading prevails.

NDLAMBE MUNICIPALITY

TENDER 06/2627 – PANEL OF SERVICE PROVIDERS: HIRING OF PLANT AND EQUIPMENT

PRICING, PANEL OPERATION & FRAMEWORK AGREEMENT

1. Pricing and Payment

This clause explains in full how pricing and payment operate for this tender and is to be read with the Pricing Schedule (Form of Offer).

1.1 Basis of pricing

- This is a rate-based, multi-provider panel. No quantities are guaranteed; orders are placed on an as-and-when-required basis according to operational need and budget availability, against the rates tendered.
- All rates are fixed and firm for the contract period, inclusive of VAT where applicable, and are all-inclusive WET RATES (plant and accessories, fuel, operator/driver, labour, allowances, insurance, maintenance, and establishment and disestablishment within Ndlambe Local Municipality).

1.2 Pricing components – Packages A (sanitation) and B (water)

- Throughput rate – a rate per kilolitre (kℓ) of potable water delivered (Package B) or wastewater/sludge removed and lawfully discharged (Package A), measured and verified at a municipal-approved point.
- Packages C (jetting), D (super sucker), E (TLB), F (Grader) and G (Ride-on roller) remain priced per day.
- Package H (Lowbed): Bidders must quote a rate per kilometre (km) travelled while the lowbed is transporting plant or equipment, such as a grader, TLB, excavator, or similar machinery. Ndlambe Municipality will pay only for kilometres travelled while delivering and returning the plant/equipment. No payment will be made for kilometres travelled while the lowbed is empty. Bidders must therefore factor all empty-trip costs into their quoted rate.

1.3 Municipal ceiling and rate negotiation

The Municipality has determined, for internal evaluation purposes, an estimated ceiling rate per package, based on a cost estimate that takes into account current fuel prices, driver labour, insurance, maintenance, overheads and inflation. The ceiling is the maximum the Municipality regards as market-related for each package.

- Each bidder's tendered rates will be assessed against the ceiling by applying them to the notional evaluation basket (see 1.6).
- Where a bidder's rates exceed the ceiling, the Municipality will, before appointment, invite that bidder to negotiate a reduction of its rates to the ceiling price. This applies to all bidders whose rates exceed the ceiling.
- A bidder that agrees to the ceiling price will be appointed at the reduced (ceiling) rates. A bidder that does not agree to a market-related (ceiling) price may not be appointed to the panel for that package, consistent with the market-relatedness provisions of the Preferential Procurement Regulations, 2022 and the Municipality's SCM Policy.
- All negotiations and revised rates will be recorded in writing and form part of the appointment record and the Framework Agreement.

1.5 Measurement and verification

Volumes are measured at the Municipality's approved filling/discharge points and corroborated by the truck's tank-capacity certificate, tracking report, and the signed daily Job Card (see the monitoring and Job Card clauses). Where readings conflict, the Municipality's metered/verified reading prevails.

1.6 Evaluation and invoicing basis

For comparative price scoring (80/20), tendered rates are applied to a notional monthly basket built from historical usage (kilolitres plus standby hours, with the maximum daily rate as the per-truck daily ceiling), replacing the "30 days hiring" basis. Invoices are payable only against a complete portfolio of evidence (Job Card, tracking report and, for A and B, the on-board monitoring report) and within 30 days of a valid invoice in terms of section 65 of the MFMA.

2. Operation of the Panel – ranking, locality and rotation

2.1 Composition and ranking

On appointment, the service providers placed on the panel for each package are ranked according to their final evaluation score (price plus specific goals). The ranked list per package forms the basis for allocating work.

2.3 Rotation mechanics

- A rotation register is maintained per package. Each allocation is recorded with the date, provider, work order reference and the reason for the allocation, for audit purposes.
- A provider who is offered work and declines, or who is unavailable or non-compliant, moves to the back of the rotation for that cycle; the next eligible provider is allocated and the reason recorded.
- In a genuine emergency, the nearest available suitable provider may be allocated out of rotation, with the reasons recorded and the rotation corrected at the next opportunity.

2.4 Performance and standing

Provider performance is reviewed monthly. Underperformance results in written notification; continued underperformance may lead to suspension from the rotation and, ultimately, removal from the panel. Allocation is at all times subject to operational need and budget availability, and no provider is guaranteed any volume of work.

3. Periodic revision of the panel and admission of new entrants

- The panel is an open arrangement that is revised periodically to enable new entrants to join, so that the panel does not unduly restrict competition over its term.
- Prospective service providers may lodge applications, on the official bid documentation, at any time during the contract period.
- Applications are considered bi-annually (every six months) at the discretion of the Accounting Officer. Applicants considered in a revision window must meet the same minimum requirements, achieve the same functionality threshold, pass the same price and specific-goals evaluation, and accept the prevailing ceiling rates and Framework Agreement terms.
- Newly admitted providers will participate in the rotation on the same basis as existing members.
- Periodic revision does not extend the overall contract period; new entrants serve only the remaining period of the contract.
- The Municipality will give notice of each revision window on the municipal website. This approach is consistent with National Treasury good practice for open panels/framework arrangements and with the direction of the Public Procurement Act, 2024 (framework agreements), which provides for periodic admission to framework arrangements.

4. Nature of the arrangement and Treasury alignment

4.1 Classification

This is a multi-provider panel constituted as a framework-type arrangement: it is rate-based, secures no guaranteed quantities, and is called off on an as-and-when basis. Under the current legal framework – the Municipal Finance Management Act, the Municipal Supply Chain Management Regulations, 2005, and the Preferential Procurement Policy Framework Act with the Preferential Procurement Regulations, 2022 – it is established through an advertised competitive bidding process. The Public Procurement Act 28 of 2024 (assented in 2024 but not yet in force; draft regulations published for comment in April 2026) formally provides for “framework agreements”, and this tender is structured to align with that direction.

4.2 Duration

The contract period is 12 months, subject to renewal at the discretion of the Accounting Officer for two (2) further periods of twelve months each.

4.3 Treasury-aligned features built into this tender

- Advertised competitive bidding with objective functionality and 80/20 price-and-specific-goals evaluation.
- Documented, objective call-off and allocation rules (ranking, locality, rotation) that prevent favouritism and concentration.
- A market-relatedness ceiling with rate negotiation before appointment.
- Performance management with defined remedies.
- Periodic refresh to admit new entrants, preserving competition.

- A full audit trail for every allocation and payment, supporting reporting to Council, MPAC and the Auditor-General, and reducing irregular-expenditure risk.

5. Obligations of the Service Provider

- Maintain the plant/truck in a roadworthy, licensed and compliant condition, with valid licence disk and Certificate of Fitness, throughout the term.
- Provide qualified operators/drivers with valid driver's licence and PDP (where applicable) and appropriate personal protective equipment.
- For all Packages keep the vehicle monitoring device functional, and submit the required reports with every invoice.
- Collect water only from municipal-approved filling points and discharge wastewater only at municipal-approved points.
- Maintain valid tax (SARS/CSD) and B-BBEE status and a municipal account not in arrears for more than three months, throughout the term.
- Respond to Orders within the response times notified by the Municipality.

6. Performance management and remedies

- Performance is reviewed monthly. Underperformance results in written notice; continued underperformance may result in suspension from rotation and removal from the panel.
- The Municipality may terminate this Agreement, in whole or in part, for failure to perform, breach, or corrupt or fraudulent conduct, and may recover any excess costs of obtaining substitute services, in line with the General Conditions of Contract.

7. Integrity, conflict of interest and compliance

- The Service Provider warrants that it is not listed on the National Treasury Database of Restricted Suppliers or the Register for Tender Defaulters, and that the bid was determined independently (no collusion).
- The Service Provider shall declare any interest or relationship with persons in the service of the state relevant to this Agreement.
- Cessions directly with the municipality as a funding institution is not permitted in this tender; this tender is not subject to compulsory sub-contracting.

8. Confidentiality, POPIA, dispute resolution and general

- Information supplied for or under this tender remains the property of the Municipality; personal information is processed in accordance with the Protection of Personal Information Act.
- Disputes are settled by mutual consultation, then mediation, and failing resolution, in a South African court of law; South African law governs this Agreement.
- The Service Provider chooses domicilium citandi et executandi at the address stated above.
- This Agreement, with the documents it incorporates, constitutes the whole agreement; no variation is valid unless in writing and signed by both Parties.

TO BE COMPLETED ON AWARD

Name of Bidder:

Package(s) appointed: __________

Rates as accepted/negotiated attached.

SIGNED by the Parties:

______________________________	______________________________
For the Municipality (Accounting Officer / delegate)	For the Service Provider (authorised)
______________________________	______________________________
Name / Date	Name / Date
______________________________	______________________________
Witness 1	Witness 2