

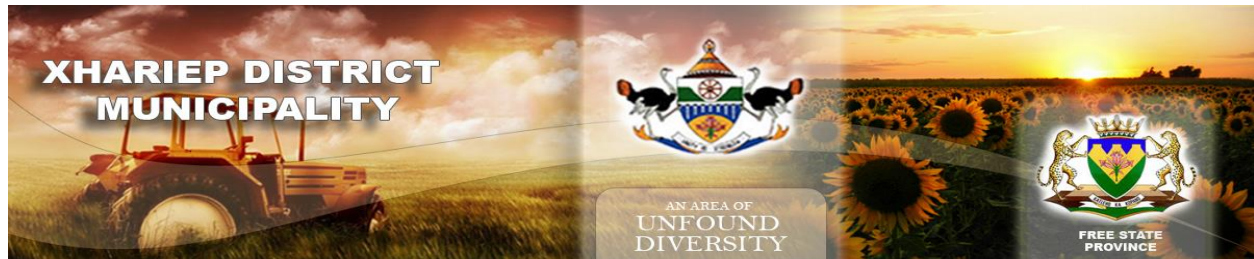


An area of unfound diversity

XHARIEP

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 011 2238, Fax: (051) 713 0461
Email: municipalmanager@xhariiep.gov.za Website: www.xhariiep.gov.za



ADVERTISEMENT:

APPOINTMENT OF A PROFESSIONAL SERVICE FOR THE PROVISION OF PROGRAMME / PROJECT MANAGEMENT SUPPORT SERVICES TO THE PROJECT MANAGEMENT UNIT ON A RISK BASIS

Tender submitted by: _____

Name of Company: _____

Contact Person: _____

Contract Number	Tender Amount (Including VAT)	Contract Period
XDM-PM OFFICE 23/24		

COMPILED BY: _____
SCM Accountant
Mr JOJ Tshabalala

REVIEWED BY: _____
SCM Manager
Mr JS Matobako

APPROVED BY: _____
Acting Chief Financial Officer
Mr T Matsiliso

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PART A

XHARIEP DISTRICT MUNICIPALITY



REQUEST FOR PROPOSAL

Tender Notice

XHARIEP DISTRICT MUNICIPALITY hereby invites bids from registered Engineering Consultants with project management expertise to be appointed on a risk basis. The scope of work to be quoted entails the development of business plans to source alternative funding in support of infrastructure development, provision of programmes and Project Management Support function for Xhariep District Municipality. Duration of this bid advertisement will be from 04 June 2024 to 19 June 2024.

Terms of reference will be available from Xhariep District Municipality, Supply Chain Management office located at 20 Louw Street, TROMPSBURG from date of advertisement.

Proposals sealed in an envelope clearly marked as follows hereunder, should be placed in the tender box at XHARIEP DISTRICT MUNICIPALITY, in the bid box in the foyer of the Municipal offices, 20 Louw Street, TROMPSBURG not later than **19 June 2024** at 12H00.

<i>BID Number</i>	<i>PROJECT DESCRIPTION</i>
XDM-PM-OFFICE 23/24	Provision of Project / Programme Management Support for Xhariep District Municipality on a risk basis (3-year contract)

Mailed, telegraphic, faxed, or late tenders will not be accepted. XHARIEP DISTRICT MUNICIPALITY does not bind itself to accept the lowest or any bid (proposal) and reserves the right to accept a tender as a whole or in part.

NO BRIEFING SESSION WOULD BE REQUIRED.

Enquiries relating to bid documents should be directed to Xhariep District Municipality Supply Chain Management Office, **Mr. S. Matobako**, at 060 998 3756.

Ms LY Moletsane
MUNICIPAL MANAGER

PART B - STANDARD CONDITIONS OF TENDER

F.1 General

F.1.1 Actions

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

F.1.2 Tender Documents

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

F.1.3 Interpretation

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

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

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

- a) **comparative offer** means the Tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other Tendered parameters that will affect the value of the financial offer have been taken into consideration.
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the Tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the Tender process or the award of a contract arising from a Tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

F.1.4 Communication and employer's agent

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

F.1.5 The employer's right to accept or reject any Tender offer

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

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

F.2 Tenderer's obligations

F.2.1 Eligibility

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

F.2.2 Cost of Tendering

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

F.2.3 Check documents

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

F.2.4 Confidentiality and copyright of documents

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

F.2.5 Reference documents

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

F.2.6 Acknowledge addenda

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

F.2.7 Clarification meeting

Attend **compulsory a clarification meeting** at which Tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the Tender data.

F.2.8 Seek clarification

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

F.2.9 Insurance

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

F.2.10 Pricing the Tender offer

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

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

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

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

F.2.11 Alterations to documents

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

F.2.12 Alternative Tender offers

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

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

F.2.13 Submitting a Tender offer

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

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

F.2.13.3 Submit the parts of the Tender offer communicated on paper as an original plus the number of copies stated in the Tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the Tender offer where required in terms of the Tender data. The employer will hold all authorized signatories liable on behalf of the Tenderer. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner, whom the employer shall hold liable for the purpose of the Tender offer.

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

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

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

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

F.2.14 Information and data to be completed in all respects

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

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the Tender offer at the address specified in the Tender data not later 12h00 on 18th of June 2024 as stated in the Tender data. Proof of posting shall not be accepted

as proof of delivery. The employer shall not accept Tender offers submitted by telegraph, telex, facsimile, or e-mail, unless stated otherwise in the Tender data.

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

F.2.16 Tender offer validity

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

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

F.2.17 Clarification of Tender offer after submission

Provide clarification of a Tender offer in response to a request to do so from the employer during the evaluation of Tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the Tender offer is sought, offered, or permitted. The total of the prices stated by the Tenderer shall be binding upon the Tenderer.

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

F.2.18 Provide other material

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

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

F.2.19 Inspections, tests, and analysis

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

F.2.20 Submit securities, bonds, policies, etc.

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

F.2.21 Check final draft

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

F.2.22 Return of other Tender documents

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

F.2.23 Certificates

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

F.3 The employer's undertakings

F.3.1 Respond to clarification

Respond to a request for clarification received up to five working days prior to the Tender closing time stated in the Tender Data and notify all Tenderers who drew procurement documents.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the Tender documents to each Tenderer during the period from the date of the Tender Notice until seven days before the Tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, will then notify it to all Tenderers who drew documents.

F.3.3 Return late Tender offers

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

F.3.4 Opening of Tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid Tender submissions in the presence of Tenderers' agents who choose to attend at the time and place stated in the Tender data.

Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

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

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

F.3.5 Two-envelope system

F.3.5.1 Where stated in the Tender data that a two-envelope system is to be followed, open only the technical proposal of valid Tenders in the presence of Tenderers' agents who choose to attend at the time and place stated in the Tender data and announce the name of each Tenderer whose technical proposal is opened.

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

F.3.6 Non-disclosure

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

F.3.7 Grounds for rejection and disqualification

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

F.3.8 Test for responsiveness

Determine, on opening and before detailed evaluation, whether each Tender offer properly received:

a) meets the requirements of these Conditions of Tender,

- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the Tender documents.

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

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

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

F.3.9 Arithmetical errors

- Check responsive Tender offers for arithmetical errors, correcting them in the following manner: Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a bill of quantities (or schedule of rates) apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate will be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern, and the Tenderer will be asked to revise selected item prices (and their rates if a bill of quantities applies) to achieve the Tendered total of the prices.

The Tenderer will be asked to revise selected item prices (and their rates if bills of quantities applies) to achieve the Tendered total of the prices. Consider the rejection of a Tender offer if the Tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

F.3.10 Clarification of a Tender offer

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

F.3.11 Evaluation of Tender offers

F3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive Bid offer to a comparative offer and evaluate it using the Bid evaluation method that is indicated in the Bid Data and described below:

Method 1: Financial offer)	1) Rank tender offers from the most favourable to the least favourable comparative offer. Recommend highest ranked tenderer for the award of the contract unless there are compelling and justifiable reasons not to do so.
Method 2: Financial offer) and preferences	1) Score tender evaluation points for financial offer. Confirm that tenderers are eligible for the preferences claimed and if so, score tender evaluation points for preferencing. 3) Calculate total tender evaluation points. 4) Rank tender offers from the highest number of tender evaluation points to the lowest. Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 3: Financial offer and quality	1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data. 2) Score tender evaluation points for financial offer. 3) Calculate total tender evaluation points. 4) Rank tender offers from the highest number of tender evaluation points to the lowest. 5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 4: Financial offer, quality and preferences	1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data. 2) Score tender evaluation points for financial offer. 3) Confirm that tenderers are eligible for the preferences claimed, and if so, score tender evaluation points for preferencing. 4) Calculate total tender evaluation points. 5) Rank tender offers from the highest number of tender evaluation points to the lowest. 6) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Score financial offers, preferences, and quality, as relevant, to two decimal places.

F.3.11.2 Scoring Financial Offers

Score the financial offers of remaining responsive Bid offers using the following formula:

$N_{FO} = W_1 \times A$ where:

N_{FO} = the number of Bid evaluation points awarded for the financial offer.

W_1 = the maximum possible number of Bid evaluation points awarded for the financial offer as stated in the Bid Data.

A = a number calculated using either formulas 1 or 2 below as stated in the Bid Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(1 - \frac{P}{P_m})$	P/P_m
2	Lowest price or percentage commission/fee	$(1 - \frac{P}{P_m})$	P_m/P

where:

P_m = the comparative offer of the most favourable Bid offer.
 P = the comparative offer of Bid offer under consideration.

F.3.11.3 Scoring quality (functionality)

Score quality in each of the categories stated in the Tender Data and calculate total score for quality.

F.3.12 Insurance provided by the employer

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

F.3.13 Acceptance of Tender offer

F.3.13.1 Accept Tender offer only if the Tenderer satisfies the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful Tenderer of the employer's acceptance of his Tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the Tender Data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful Tenderer as described in the form of offer and acceptance.

F.3.14 Notice to unsuccessful Tenderers

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

F.3.15. Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the Tender documents to take account of: a) addenda issued during the Tender period,

- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the employer and the successful Tenderer, and
- d) the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.16 Issue final contract

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

F.3.17 Complete adjudicator's contract

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

F.3.18 Provide copies of the contracts

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

PART C - Tender Data

The conditions of Tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of Tenderers as an Annex to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The additional conditions of Tender are:

Clause number	Tender Data
F.1.1	The employer is XHARIEP DISTRICT MUNICIPALITY.
F.1.2	<p>The Tender document consists of the following:</p> <p><u>TENDER</u></p> <p>Part A: Invitation to Tender/ RFQ</p> <p>PART B: Standard Conditions of Tender</p> <p>PART C: Tender Data</p> <p>PART D: List of Returnable Schedules/Documents</p> <p>PART E: Pricing Schedule</p> <p>PART F: Scope of Works</p>
F.1.4	<p>There in no Employer`s Agent on the project. Communication will be through the Supply Chain Management Unit in the Employer`s address as follows:</p> <p>XHARIEP DISTRICT MUNICIPALITY 20 Louw Street, TROMPSBURG Tel: 051 713 9300 Fax: 051 713 046 Cell: 060 998 3756</p>

F.1.5	The Employer's right to accept or reject any tender offer. The employer is not obliged to accept the lowest or any tender offer.																																			
F.2.1	<p>All tenderers who succeed the evaluation criteria will be verified on the following items before any recommendation for appointment, all documents are to be submitted in original format (Not dismantled)</p> <ul style="list-style-type: none"> • Tax Clearance Certificate and PIN issued by the South African Revenue Services • Certified copies of both the company registration certificate and the Directors Identity document • Proof of Municipal rates and taxes not older than three (3) months for both company and director • Letter of authority to signatory • Alterations signed, document completed in full and initial every page • Proof of confirmation for Professional Indemnity Insurance • Workmen's compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Disease Act No.130 of 1993. • certified copies must not be older than 3 months • CSD Registration <p>The evaluation for functionality will follow the following criteria:</p> <ul style="list-style-type: none"> • Project Team as follows: <table border="1" data-bbox="375 909 1378 1671"> <thead> <tr> <th>Project Team</th> <th>Qualification</th> <th>Relevant Experience</th> <th>Experience (yrs.)</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>PMU Manager: t</td> <td>BSc/B-Tech in Engineering or Project Management</td> <td>Engineering/Built Environment Projects Management</td> <td>Minimum 5 yrs.</td> <td>1</td> </tr> <tr> <td>Project Managers: Support</td> <td>BSc/B-Tech in Engineering/Built Environment and SACPCMP Registration</td> <td>Engineering/Built Environment Construction projects</td> <td>Minimum 5yrs.</td> <td>3</td> </tr> <tr> <td>Project administrator: Support</td> <td>Ndip: Administration qualification / NQF Level 6</td> <td>Office administration</td> <td>Minimum 5 yrs.</td> <td>1</td> </tr> <tr> <td>Data Capturer</td> <td>N-Dip Information Technology or equivalent qualification</td> <td>Knowledge of the MIG MIS</td> <td>Minimum 3 years</td> <td>1</td> </tr> <tr> <td>OHS Officer: Support</td> <td>SACPCMP in Safety Management/NOSA/SAMTRAC</td> <td>Engineering/Built Environment Construction projects</td> <td>Minimum 5yrs</td> <td>1</td> </tr> <tr> <td>Environmental Officer: Support</td> <td>BSc and SACNASP in Environmental Management</td> <td>Engineering/Built Environment Construction projects</td> <td>Minimum 5yrs</td> <td>1</td> </tr> </tbody> </table> <p>Curriculum vitae with detailed experience and qualification certificates for the team should be attached to the tender for verification by the employer. Irrelevant</p>	Project Team	Qualification	Relevant Experience	Experience (yrs.)	QTY	PMU Manager: t	BSc/B-Tech in Engineering or Project Management	Engineering/Built Environment Projects Management	Minimum 5 yrs.	1	Project Managers: Support	BSc/B-Tech in Engineering/Built Environment and SACPCMP Registration	Engineering/Built Environment Construction projects	Minimum 5yrs.	3	Project administrator: Support	Ndip: Administration qualification / NQF Level 6	Office administration	Minimum 5 yrs.	1	Data Capturer	N-Dip Information Technology or equivalent qualification	Knowledge of the MIG MIS	Minimum 3 years	1	OHS Officer: Support	SACPCMP in Safety Management/NOSA/SAMTRAC	Engineering/Built Environment Construction projects	Minimum 5yrs	1	Environmental Officer: Support	BSc and SACNASP in Environmental Management	Engineering/Built Environment Construction projects	Minimum 5yrs	1
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qualification or inadequate experience shall be recorded as non-submission and lead to loss of points. SAQA accreditation should be attached for all Non-South African qualifications (None compliance will be allocated if SAQA accreditation is not attached).

Duplication of personnel with other bidders will be seriously checked after all evaluation criteria have been undertaken.

Note: All CVs to be in the following format or similar to the one below. The incumbent is required to demonstrate number of years with experience in the industry through the CV.

CURRICULUM VITAE		
1.	PERSONNAL DETAILS	
1.1	First Name:	
1.2	Surname:	
1.3	ID No/Passport No:	
1.4	Residential Address	
1.5	Contact No.	
1.6	Email:	
2.	EDUACTIONAL QUALIFICATIONS	
2.1	Qualification 1	
	Name of Institution	
	Year Obtained	
2.2	Qualification 2	
	Name of Institution	
	Year Obtained	
2.3	Qualification 3	
	Name of Institution	
	Year Obtained	
3.	EXPERIENCE	
3.1	Employer 1 Name	
	(a) Project Name (1)	

4.	REFERENCES			
4.1	Referee Name	Company Name	Position in Company	Contact no
4.2				
4.3				

F.2.7	Briefing will be held as follows: (not applicable for this tender)
F.2.12	No alternative Tender offers will be considered
F.2.13.1	The scope of work to be quoted for entails programme and project management for the APPOINTMENT OF A PROFESSIONAL SERVICE FOR PROVISION OF PROGRAMME / PROJECT MANAGEMENT SUPPORT SERVICES TO THE PROJECT MANAGEMENT UNIT ON A RISK BASIS.
F.2.13.3	Parts of each Tender offer communicated on paper shall be submitted as original only.
F.2.13.5	The employer's address for delivery of Tender offers and identification details to be shown on each Tender offer package are: Location of Tender box: Tender Box Physical address: 20 Louw Street, TROMPSBURG 9913
F.2.13	A one-envelope procedure will be followed.
F.2.15	The closing time for submission of Tender offers is as stated in the Tender Notice and Invitation to Tender. The closing date is the 19 June 2024 at 12h00

F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed Tender offers will not be accepted.
F.2.16.2	The Tender offer validity period is 90 days
F.2.18	The Tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labor-intensive portion, if needs be, of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
F.2.19	Access shall be provided for inspections, tests and analysis by personnel acting on behalf of the Employer.

F.2.23

The following will be verified prior to any recommendation subsequent to the evaluation process:

- Tax Clearance Certificate and PIN issued by the South African Revenue Services
- Certified copies of both company registration certificate and Directors Identity document
- Proof of Municipal rates and taxes not older than three (3) months for both company and director
- Letter of authority to signatory
- Proof of confirmation for Professional Indemnity Insurance
- Workmen's compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Disease Act No.130 of 1993. certified copies must not be older than 3 months
- CSD Registration
- Project Team as follows

Project Team	Qualification	Relevant Experience	Experience (yrs.)	QTY
PMU Manager:	BSc/B-Tech in Engineering or Project Management	Engineering/Built Environment Projects Management	Minimum 5 yrs.	1
Project Managers: Support	BSc/B-Tech in Engineering/Built Environment and SACPCMP Registration	Engineering/Built Environment Construction projects	Minimum 5yrs.	3
Project administrator: Support	Ndip: Administration qualification / NQF Level 6	Office administration	Minimum 5 yrs.	1
Data Capturer	N-Dip Information Technology or equivalent qualification	Knowledge of the MIG MIS	Minimum 3 years	1
OHS Officer: Support	SACPCMP in Safety Management/NOSA/SAMTRAC	Engineering/Built Environment Construction projects	Minimum 5yrs	1
Environmental Officer: Support	BSc and SACNASP in Environmental Management	Engineering/Built Environment Construction projects	Minimum 5yrs	1

The following shall be confirmed and verified prior to the conclusion of the adjudication process.

- a) Registration with CIDB
- b) the Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the Tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- d) Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the Tender process.
- e) the Tenderer does not have arrears on municipal rates and levies exceeding 3 months.
- f) the tender offer is signed by a person authorized to sign on behalf of the Tenderer
- g) Tenderers declaration of compliance with the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2014 as well as the tenderer's health and safety plan, is included with his tender submission.
- h) a tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture Agreement with his tender
- i) the Employer is satisfied that the Tenderer or any of his principals have not influenced the tender offer and acceptance by the following criteria:
- j) having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this Contract;
- k) having acted in a fraudulent or corrupt manner in obtaining or executing this Contract;
- l) having approached an officer or employee of the Employer or the Employer's Agent with the objective of influencing the award of a Contract in the tenderers favour
- m) having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party
- n) having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender:

p) The Employer may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already

A brief description of the scoring system is given in a tabulated score sheet which will be used in the evaluation is as provided below.

Bidder's submissions will be evaluated based on compliance with the following criteria to determine the responsiveness to the bid requirements:

i. Curriculum Vitae and organogram of the proposed project team highlighting qualifications and relevant experience of each team member with reference to the specifications of this bid.

ii. Capability statement of the company with regard to this type of work in general, and the specifications of this bid. Provide project descriptions of completed road design projects, highlighting the completed projects. Highlight experience with similar roads projects in South Africa in the past 10 years. Provide a reference letter with contact details of employers for these projects including the value of the fees and project value.

It is important that the tenderer provides information as requested as this information will be used for functionality scoring. The scoring will be according to the table below:

PROJECT TEAM

All the below PMU Support personnel should submit with this bid, detailed Curriculum Vitae outlining verifiable experience and references for similar work undertaken in line with this bid. Experience in project management, overall management and implementation of the Municipal Infrastructure Grant, Management of projects in line with grant conditions, administration, and reporting. Points will be awarded based on the mentioned activities.

Key Personnel	Qualification	Experience	Points	Weight
PMU Manager: Support	BSc/B-Tech in Engineering or Project Management	5 years and more	10	40
		More than 3 years	5	
		3 years and less	0	
Project Managers: Support	BSc/B-Tech in Engineering/Built Environment and SACPCMP Registration	5 years and more	10	
		More than 3 years	5	
		3 years and less	0	
Project administrator: Support	Ndip: Administration qualification / NQF Level 6	5 years and more	5	
		More than 3 years	3	
		3 years and less	0	
Data Capturer	N-Dip Information Technology or equivalent qualification	5 years and more	5	
		More than 3 years	3	
		3 years and less	0	
OHS Officer: Support	SACPCMP in Safety Management/NOSA/SAMTRAC	5 years and more	5	
		More than 3 years	3	
		3 years and less	0	
Key Personnel	Qualification	Experience in Years	Points / Weight	

	Environmental Officer: Support	MSc and SACNASP in Environmental Management	5 years and more	5																													
			More than 3 years	3																													
			3 years and less	0																													
	<p>NB: Key personnel to hold a National Diploma or NQF level 6 Qualification as a minimum qualification.</p> <p>COMPANY EXPERIENCE Number of years' experience in execution of similar project by the company or key personnel.</p> <table border="1"> <thead> <tr> <th>Number of Projects</th> <th>Points</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>5 Years and more</td> <td>20</td> <td rowspan="3">20</td> </tr> <tr> <td>More than 3 years</td> <td>10</td> </tr> <tr> <td>3 years and less</td> <td>0</td> </tr> </tbody> </table> <p>FINANCIAL CAPABILITIES</p> <table border="1"> <thead> <tr> <th></th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Attach passed 3 YEARS audited statement</td> <td>10</td> </tr> </tbody> </table> <p>LOCALITY Attach proof / confirmation of address, preferably from any municipality falling within the Xhariep District municipal area.</p> <table border="1"> <thead> <tr> <th>Confirmation of address</th> <th>Points</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Any Local Municipality within Xhariep District</td> <td>20</td> <td rowspan="3">20</td> </tr> <tr> <td>Outside Xhariep District but within the Free State Province</td> <td>5</td> </tr> <tr> <td>Other provinces outside of Free State Province</td> <td>0</td> </tr> </tbody> </table> <p>METHODOLOGY / APPROACH</p> <table border="1"> <thead> <tr> <th></th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>The methodology / approach covering experience and proposed implementation strategy in relation to the proposed project.</td> <td>10</td> </tr> </tbody> </table> <p style="text-align: right;">TOTAL WEIGHT: 100</p>						Number of Projects	Points	Weight	5 Years and more	20	20	More than 3 years	10	3 years and less	0		Weight	Attach passed 3 YEARS audited statement	10	Confirmation of address	Points	Weight	Any Local Municipality within Xhariep District	20	20	Outside Xhariep District but within the Free State Province	5	Other provinces outside of Free State Province	0		Weight	The methodology / approach covering experience and proposed implementation strategy in relation to the proposed project.
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F.3.18	The number of paper copies of the signed contract to be provided by the employer is one.																																

PART D - LIST OF RETURNABLES SCHEDULES/DOCUMENTS

The Tenderer must complete the following returnable documents: None submission of any of *Tick if* the documents listed below will result in the disqualification of the tender. *submitted*

1 Returnable Schedules required only for Tender evaluation purposes.	
Record of Addendum to Tender Document	
Certificate for Authority for Signatory	
Certificate of authority for joint ventures (where applicable)	
Proposed Key Personnel	
Financial References	
Amendments and qualifications by Tenderer	
Proposed amendments and qualifications	
Preference Points claim form in terms of the preferential procurement regulations 2011	
Compulsory Enterprise Questionnaire	
Tax Clearance/Proof of CSD Registration	
Declaration of interest	
Declaration of Bidder's past supply chain management practices	
Certificate of independent bid determination-MBD 9	
Municipal statement on Tenderer's rates and taxes	
Certified Company registration and Certified ID Documents of Members	
Copy of Professional Indemnity Insurance	
2 Other documents required only for Tender evaluation purposes	
Valid Tax Clearance Certificate or Pin issued by the South African Revenue Services.	
Company profile	
Certified CV and qualification of key personnel	
Municipal Rates of the company not in arrears for more than 90 days	
Letter of Good Standing (COIDA)	
A certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days	
Required to Declare Interest	
Certificate of Independent Bid Determination	
Declaration of Bidder's Past Supply Chain Management Practices.	
Certified copy of BBBEE Certificate.	

N.B All MBD forms must be included in the tender document.

Record of Addenda to Tender documents

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

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

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

AUTHORITY FOR SIGNATORY

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

An example for a company is shown below:

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

Mr./Mrs.

has been duly authorized to sign all documents in connection with the Tender for Contract No
..... and any Contract which may arise there from on behalf of

(BLOCK CAPITALS)
.....
.....

SIGNED ON BEHALF OF THE COMPANY :

IN HIS CAPACITY AS :

DATE :

FULL NAMES OF SIGNATORY

AS WITNESSES 1:

2:

Company Stamp

--

FINANCIAL REFERENCES

FINANCIAL STATEMENTS

I/We agree, if required, to furnish an audited copy of the latest set of financial statements together with my/our Directors' and Auditors' report for consideration by the Employer.

DETAILS OF COMPANY'S BANK

I/We hereby authorize the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE
Name of bank	
Branch name	
Branch code	
Street address	
Postal address	
Name of manager	
Telephone number	()
Fax number	()

Account number	
----------------	--

TENDERER'S TAX DETAILS

Tenderer's VAT vendor registration number:

Tenderer's SARS tax reference number:

Signed		Date	
Name		Position	
Tenderer			

AMENDMENTS AND QUALIFICATIONS BY TENDERER

See condition of tender

PAGE	DESCRIPTION

--	--

Signed		Date	
Name		Position	

Tenderer	
----------	--

Schedule of the Tenderer's Experience

The following statement of <u>similar work</u> successfully executed by myself/ourselves:			
Employer, contact person and telephone number	Description of contract	Value of work inclusive of VAT(Rand)	Date completed
Signed		Date	
Name		Position	
Tenderer			

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF XHARIEP DISTRICT MUNICIPALITY

BID NUMBER: XDM-PMS OFFICE 23/24 **CLOSING DATE** 19 JUNE 2024 **CLOSING TIME:** 12:00 pm

DESCRIPTION: Provision of Project / Programme Management Support for Xhariep District Municipality on a risk basis

The successful bidder will be required to fill in and sign a written Contract Form.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally opens between 08:00 and 16:00, Monday- Thursday and Friday at 15H00.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

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)

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID LOSING POINTS)

NAME OF BIDDER
.....

POSTAL ADDRESS
.....

STREET ADDRESS
.....

TELEPHONE/CELL NUMBER

CODE.....NUMBER.....

FACSIMILE NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED/TAX COMPLIANCE STATUS PIN? (MBD 2)

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES ENCLOSE PROOF)

.....
SIGNATURE

.....
NAME OF THE BIDDER

.....
DATE

.....
UNDER WHICH CAPACITY

TOTAL BID PRICE

TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality Xhariep District Municipality

Department: Supply Chain Management Office

Contact Person: Mr Sejane Matobako – Supply Chain Management Manager

Tel: 051 011 2238 / 060 998 3756

Technical enquiries: LED Manager – Mr SL Majenge

Contact: 051 011 2238

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid Number..... Closing Time Closing Date

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:	
-	At:	
-	Brand and Model	
-	Country of Origin	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	 *Delivery: Firm/Not firm
-	Delivery basis	

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:.....

3.3 Position occupied in the Company (director, trustee, areholder²):.....

3.4 Company Registration Number.....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

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

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

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

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

3.9.1. Ifyes, furnish particulars.....

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

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

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

3.11.1 If yes, furnish particulars
.....

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

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

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

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

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

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

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

1 Are you by law required to prepare annual financial statements for auditing?

YES* / NO

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

YES* / NO

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material noncompliance or dispute concerning the execution of such contract?

YES* / NO

3.1 If yes, furnish particulars

.....

.....

* Delete if not applicable

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated

or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

POINTS ALLOCATION FOR SPECIFIC GOALS (LOCALITY AND B-BBEE WILL BE AS FOLLOWS:

No	Element	Maximum Points	Means of Verification
1	Locality	10	CSD, Proof of residence or letter from the Municipality
2	BBB-EE	10	BBB-EE Certificate (SANAS) or sworn affidavit
	Total Points	20	

- To claim points on specific goal, the service providers should attach the relevant supporting documents.
- The points claimed should match the appropriate row within each of the specific goals claimed.
- The level of points is shown in **Table 1** below.

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

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

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

system.)

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	
1	Locality (Indicate points claimed on only one applicable space).	(Maximum claimable)	Please select ONLY one
	Within the boundaries of Xhariep	10	
	Or outside the boundaries of Xhariep but within Free State	6	
	Or outside the boundaries of Free State but within the RSA	4	
	Maximum points	10	
2	BBB-EE allocation, indicate points claimed depending on BBEE status contributor level points stated below		
	Level 1	10	
	Level 2	9	
	Level 3	7	
	Level 4	6	
	Level 5	4	
	Level 6	3	
	Level 7	2	
	Level 8	1	
	Non-compliant contributor	0	
	Maximum points	10	
3	Total of specific goal 1 and goal 2	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:.....

4.5. TYPE OF COMPANY/ FIRM Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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 <i>audi alteram partem</i> 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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
 Name of Bidder

..... Position

Js9141w 4

PART D: PRICING DATA

C2.1 Pricing Instructions

The pricing schedules must be completed in full and all expected costs must be reflected including all costs, expenses and disbursements as described in the pricing instructions

Type of Service	Unit	Qty	Rate	Total Amount
Section A				
Office Space	Month	36		
Section B– Full Time Personnel				
PMU Manager: Support	hr.	5 760		
Project Managers: Support	hr.	5 760		
Project administrator: Support	hr	5 760		
Data Capturer	hr.	5 760		
OHS Officer: Support	hr.	5 760		
Environmental Officer: Support	hr.	5 760		
Section C – Ad hoc Personnel				
Project Engineer (Pr. Eng)				
Quantity Surveyor (Pr. QS)	hr.	1 620		
Contracts/Legal Specialist (LLB)	hr.	1 620		
Stakeholder Engagement Expert (Social Services)	hr.	1 620		
Cost Recovery Specialist (CA)	hr.	1 620		

Type of Service	Unit	Qty	Rate	Total Amount
Section D - Printing and Copying		-		
A4 Black & White	No	5,376.00		
A4 Colour	No	3,072.00		
A3 Black & White	No	300.00		
A3 Colour	No	200.00		
A2 Black & White	No	150.00		
A2 Colour	No	150.00		
A1 Black & White	No	100.00		
A1 Colour	No	100.00		
A0 Black & White	No	50.00		
A0 Colour	No	50.00		
		-		
Section E - Binding (document)		-		
A4	No	672.00		
A3	No	192.00		
Section F - Travelling				
Mileage	km	20 000		
Sub-Total (1) (A+B+C+D+E+F)				
Add 5% (contingencies)				
Sub-Total (2)				
Add 15% Vat				

TOTAL	
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PART E. DESCRIPTION OF WORKS/SPECIFICATIONS

1. PURPOSE

Xhariep District Municipality has set its focus on addressing the needs of, particularly, the rural poor, in order to graduate them from the disadvantaged era. In line with the **District Development Model and the District Integrated Development Plan** which is a five-year developmental plan developed to guide socio-economic development in the district, Xhariep District Municipality has identified its key priority issues, objectives, strategies, programmes, and projects to respond to institutional and socio-economic challenges facing the district and its communities.

Quotations are hereby being requested from Engineering Consultants with project management expertise (registered). The scope of work to be quoted for entails programme and project management support for the District Municipality, on a risk basis appointment for **a period of three years**. Currently, there is no existing PMU staffing in the Municipality which led to no funding on numerous funding sources.

2. BACKGROUND

The Xhariep District Municipality is Category C District Municipality with MDB Code-DC 16 laying in the southern part of the Free State Province. It comprises of 3 (local) Local Municipality which are Kopanong Local Municipality, Letsemeng Local Municipality, and Mohokare Local Municipality. The District Municipality's administrative town is Trompsburg that is 125km from the Free State Province capital of Bloemfontein/Mangaung.

With the identified vast backlog as far as infrastructure development is concerned, the District Municipality identified the need to satisfy its mandate as a Bulk service provider, Water Service Authority & Provider through tapping into different grants like Municipal Infrastructure Grant (MIG), Water Services Infrastructure Grant (WSIG), Regional Infrastructure Grant (RBIG) and any other available public sector grant including the private sector.

1. PMU SUPPORT SCOPE OF WORK

The PMU Support will be responsible for project management inclusive of some of the following functions but not limited to following:

- 3.1 To compile Business Plans (BP)/Technical Reports (TR) of various projects to be funded through MIG/RBIG/WSIG etc (or any other available grants for application)
- 3.2 To conduct feasibility studies as per needs
- 3.3 To follow up on appraisals and approval of relevant BP/TR
- 3.4 To have knowledge of MIS and MIG processes
- 3.5 To formulate terms of reference for appointment of consultants on various projects to do the following:
 - Designs
 - EIA processes
 - Ensure that projects are properly registered and budgeted for
 - Attend to legal matters relating to projects

- Chair the programme and projects meetings as well as other meetings as may be deemed necessary and directed by the circumstances related to the circumstances related to the implementation of the programme / projects.
- Compile project plans for all the projects
- Formulate the project scope for the appointment of contractors
- Conduct financial due diligence and project budgeting
- Conduct financial cash flows and projections of the projects
- Procurement processes for the appointment of contractors
- Upon successful appointment of contractors, handover projects to the PMU for final implementation.

3.6 To do asset management: breaking down asset components (capitalising the asset)

3.7 To do proper record keeping for all the projects

3.8 Must attend Departmental Meetings as and when required

3.9 Must attend stakeholders' meetings within the Municipal and Provincial boundaries

3.10 Must assist on technical evaluation aspects of tenders in consultation with the Supply Management Act

3.11 Will further be expected to interact with all stakeholders such as the following, but not limited to:

- CoGTA
- CoGHSTA
- Department of Water and Sanitation
- Councillors
- DBSA
- Communities, following set parameters and channels
- Management of the Xhariep District Municipality

In line with the Xhariep District Municipality organogram structure and responsibilities, the PMU Support will have an integration with the Management designation within the municipality can accomplish all related functions.

The PMU Support will have a direct link with the Office of the Municipal Manager in the absence of Technical / Engineering Department and report to the Xhariep District Municipality Project Management Coordinating Unit (in the Office of the Municipal Manager).

3.2 Programme / Project Management

- Ensure all projects meet overall planning objectives and specific key performance indicators as per the business plan.
- Co-ordination and attend regular progress meetings at local and district level, and representation at progress meetings,
- The associated project management administrative functions from project evaluation through to final project completion reports and handovers,
- The PMO will also advise the municipality of any good or non-performance by any service provider.
- Develop monthly, weekly, daily or as and when required reports on the projects.

3.2 Project Monitoring and Evaluation

The PMU will be responsible for the:

- Socio-economic impact assessments detailing how the programme/project has impacted on the communities and municipalities in terms of; skills development, community involvement, municipal partnerships, local economic development and how the lives of the communities have improved,
- Facilitation of backlog studies and environmental impact assessments of projects when necessary.

3.3 Community Liaison / Development

It is a practice of the District Municipality that during all projects, Community Liaison Officers (CLOs) are appointed to enhance communication and liaison with the community in respect of project planning and implementation. PMO will complement work done by the CLO. This will ensure buy-in and long-term sustainability of the projects in terms of the community understanding, and promote the culture of paying for services by the communities. There will be a need in the development of community-based partnerships for the purposes of improving O&M of the projects as part of capacity building.

3.4 Relationship Management

That PMO will ensure that the relationships between the client, providers and contractors is kept open and constructive, aiming to resolve or ease tensions and identify problems early. Social facilitators shall be employed at project level through Xhariep District Municipality Project Management Unit (PMU) to maintain relationships with all project stakeholders.

3.5 Contract Administration

The PMO will oversee the formal governance of the contract and changes to the contract documentation. Exercising remedies, as appropriate, where a contractor's performance is deficient.