



**BID NO.: COM59/2025**

**APPOINTMENT OF A PANEL OF ATTORNEYS  
FOR PROVISION OF LEGAL SERVICES FOR CITY  
OF MBOMBELA FOR A PERIOD OF 36 MONTHS**

**CLOSING DATE: 31 JULY 2025 AT 11:00**

**COMPANY NAME:** \_\_\_\_\_

**CSD REG. NO: MAAA** \_\_\_\_\_



<b>INDEX</b>	<b>PAGE</b>
Invitation to Bid.....	3 – 5
Special Conditions.....	6 – 8
Notes .....	9 – 18
Terms of Reference & Evaluation Criteria .....	19 – 31
Pricing Schedule – Firm Prices.....	32
Declaration of interest.....	33 – 35
Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (Purchases).....	36 – 40
Contract Form MBD 7 .....	41 – 42
Declaration of Bidder's Past Supply Chain Management Practices .....	43 – 44
Certificate of independent bid determination.....	45 – 47
Authority to sign a bid .....	48 – 49
Certificate of authority for joint ventures .....	50
Evaluation Criterion.....	51
<b>ANNEXURE A</b>	
Tax clearance certificate application form	
<b>ANNEXURE B</b>	
General conditions of contract	

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA</b>					
BID NUMBER:	COM59/2025	CLOSING DATE:	31 JULY 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF ATTORNEYS FOR PROVISION OF LEGAL SERVICES FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 1 Nel Street, Mbombela Civic Centre, next to the main entrance					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes  <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	FINANCIAL SERVICES – SCM		DEPARTMENT	LEGAL SERVICES	
CONTACT PERSON	CHRISTOPHER NKAMBULE		CONTACT PERSON	Adv. Shumani Budeli	
TELEPHONE NUMBER	013 759 2358		TELEPHONE NUMBER	013 759 9561	

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS AS PER INSTRUCTIONS ON THE INVITATION TO TENDER. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



**BID NO: COM59/2025**  
**CLOSING DATE: 31 JULY 2025 AT 11:00**

**APPOINTMENT OF A PANEL OF ATTORNEYS FOR PROVISION OF LEGAL SERVICES FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS**

Bids are hereby invited from experienced law firms / attorneys for provision of legal services to City of Mbombela for a period of 36 months on an ad-hoc bases.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 30 June 2025 from e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za) and the City's website: [www.mbombela.gov.za](http://www.mbombela.gov.za), free of charge.

Duly completed bid documents and supporting documents which are, CERTIFIED ID COPIES OF BUSINESS OWNERS, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE TO CLAIM B-BBEE POINTS, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED WITH THE LESSOR'S MUNICIPAL RATES AND TAXES STATEMENTS FROM BOTH THE COMPANY AND ITS DIRECTORS INCLUDING JVs and CONSORTIUM PARTNERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "BID NO: COM59/2025: APPOINTMENT OF A PANEL OF ATTORNEYS FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS, CLOSING DATE: 31 JULY 2025" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No compulsory briefing session. Technical enquiries may be directed to the Project Manager on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations of 2022, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

Procurement Enquiries :	Christopher Nkambule (013) 759 2358
Technical Enquiries :	Adv. Shumani Budeli (013) 759 9561
Email address :	Shumani.Budeli@mbombela.gov.za
	PO BOX 45; MBOMBELA; 1200
Employer :	City Manager, Mr Wiseman Khumalo
	City of Mbombela

***NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c).***

VISIT OUR WEBSITE: [www.mbombela.gov.za](http://www.mbombela.gov.za)

## **SPECIAL CONDITIONS OF THE BID**

### **1. SUBMISSION OF TENDERS**

The tender is to be made out on the tender form attached hereto, which must not be detached from this document, and the completed document, fully priced, extended and totaled, completed in all respects, signed and is to be sealed in an envelope which is to be enclosed and delivered in accordance with the instructions contained in the Letter of Invitation to Tender.

Proof of posting of a tender will not be accepted as proof of delivery to the appropriate place for the receipt of tender.

Tenders will be opened in public immediately after the advertised closing date.

### **2. TENDER DEPOSIT**

Tender documents can be downloaded from the following links: [www.mbombela.gov.za](http://www.mbombela.gov.za) and [www.etenders.gov.za](http://www.etenders.gov.za), free of charge.

### **3. ADJUDICATION OF TENDER**

City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by City of Mbombela in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the preferential procurement regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer, or necessary to correct errors made by the service provider. All signatories to the Bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited and failure to adhere to this condition will render your submission non-responsive.

All certified copies required MUST be originally certified and NOT be older than three month to be regarded as valid in order to claim points and considered for further evaluation.

Certified copy of B-BBEE Certificate / Original Sworn Affidavit for B-BBEE / original certified copy of a Sworn Affidavit for B-BBEE. Failure to adhere will lead in non-claiming on preferential points.

A bid not complying with the mandatory requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected. If a Bid has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected.

If No authority for signatory submitted – See example, where it is stated that a duly signed and dated original or certified copy of the company's relevant resolution (for each specific bid) of their members or their board of directors. Failure to attach a resolution will render the bid non-responsive.

A bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.

Bids will be rejected if the bidders or any of the directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. Bids will be rejected if the bidder has abused the CoM's Supply Chain Management System or SCM Processes of any state institutions.

MBD 1 will be regarded as a FORM OF OFFER and if the form is not completed and signed by the authorised signatory it will be regarded as non-responsive.

#### **4. COMPLETION OF TENDER DOCUMENTS**

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following **compulsory** documentation **must** be attached in order for the bid to be considered for further evaluation:

- Copy of a Valid Tax Compliance Status
- Copy of a Company Registration Certificate
- Formal agreement (in case of consortia/Joint Ventures)
- Certified Copy of Identity Documents for all Director/Director's
- CSD supplier's full report with a compliant tax status and it must not be older than 30 days from the closing date of this bid.
- Company Profile.
- Certified copy of a fidelity fund certificate issued by the Legal Practice Council (LPC)
- Tenderer must provide valid copy of current municipal rates and taxes statements from relevant local authority / proof of residential from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes statements for both the company and for the active directors including JV/Consortium partners. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director, lessor and company rates are cleared with regards to the municipal rates and taxes. A bid will be rejected if any municipal rates and taxes owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months

NB: All certificates, appointment letters of company experience, completion certificates of company experience, proof of ownership of equipment, qualification certificates of personnel with Identity Documents and professional registration certificates must be certified by the commissioner of Oaths and be accompanied by CVs. It must have date of certification and not older than 3 months. A copy of a certified copy will not be accepted.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer. The tender document must be furnished with non-erasable black ink and all corrections made by the service provider should be dated and signed by the authorized signatory. Erasures and the use of masking fluid, tippex, pencil or erasable ink are prohibited and failure to adhere to this condition will render your submission non-responsive.

## **5. COMPULSORY BRIEFING SESSION**

No compulsory briefing session will be held and technical enquiries may be directed to the Project Manager (See contact details on page 5 of the tender document).

## **6. TAXES AND DUTIES PAYABLE**

Bidders shall allow in their tender for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

## **7. WITHDRAWAL OF TENDER**

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

## **8. PERIOD OF VALIDITY OF TENDERS**

The period of validity of tenders shall be **120** days as stated in the tender form and be calculated from the closing date for submission of tenders.

## **9. NOTICE OF BIDDERS**

Should any additions or amendments to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, they will be issued to all interested Bidders in the form of Notices and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

## **10. PRICE**

Prospective bidders are required to offer rates not exceeding the prescribed rates in line with the latest relevant gazette.

## **11. DELIVERABLES & PENALTIES**

Penalties for poor performance will be stipulated on the Service Level Agreement (SLA) to be entered into after final award and signing of the contract(s).

An attorney will have to negotiate fees with advocates before briefs are finalised and not to appoint counsel, either junior or senior counsel unless specifically instructed to do so, in writing by CoM.



**NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.**

**Preamble**

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES



4.	<p>Central Supplier Database (CSD) Full report, (Summary report will <b>NOT</b> be acceptable).</p> <p><b>N/B CSD Report date should not be more than 30 days before Bid closing date.</b></p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the closing date?</p>	YES
5.	<p>Tax Compliant Status (TCS)</p>	<p>a) Prospective bidders are required to attach a valid TCS together with the tender document.</p>	<p>Has the bidder attached a valid (not expired) TCS?</p> <p>The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their</p>	YES

			<p>tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above (<b>See MFMA Circular No: 90</b>).</p>	
6.	<p>Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor (<b>to claim points only</b>).</p>	<p>a) EMEs in terms of the B-BBEE Act 53 of 2003 may submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs <b>MUST</b> submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA</p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering</p>	YES

		<p>or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium &amp; large companies that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i></p>	<p>entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BBEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p> <p>Is the affidavit for B-BBEE stamped and signed by commissioner of oaths?</p> <p>I.e. full names and signature, force/practice number, designation / rank, date and address.</p> <p>Is the certification date not older than</p>	
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			3 months and original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and loses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES
9.	<p>Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors</p> <p>OR</p> <p>Proof of resident from tribal authority for the business and all business directors</p>	<p>a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.</p> <p>b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for</p>	<p>Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?</p> <p>In case of lease,</p>	YES

	<p>OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification but failure to align addresses will not be a disqualifying factor, however all addresses reflected on the both the CSD and company registration document will be subjected to this requirement.</p>	<p>has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	
10.	<p><b><u>Forging of documents/certificates</u></b></p> <p>The City has noted that</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>"any person who holds a position of authority and who knows or ought reasonably to have known or</i></p>	<p>Are there any suspicious / alleged fraudulent or forged</p>	YES

	<p>prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders.</p> <p>Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (<b>see section 28 of this Act</b>).</p>	<p><i>suspected that any other person has committed the offence of theft, fraud, extortion, <b>forgery</b> or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: “<i>subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>documents?</p> <p>If yes, has the matter been reported to the nearest SAPS following correct institutional protocol?</p> <p>Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	
11.	Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.	a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.	If applicable, is the bidder compliant with the minimum cover stipulated in the bid document? Is the public liability insurance from a registered financial institution?	N/A
12.	Recent audited / independently reviewed financial statements for three consecutive years.	<p>a) Applicable to private companies that are not managed by its owners, if:</p> <ul style="list-style-type: none"> <li>- It compiles its financial statement internally and its</li> </ul>	Has the bidder furnished MBD 5 as mandatory for all	N/A



	<p>NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.</p>	<p>public interest score is less than 100.</p> <ul style="list-style-type: none"> <li>- It has its financial statements compiled independently and its public interest score is between 100 and 349.</li> <li>- the public interest score is 350 points or more, is required for an audit to be conducted.</li> </ul>	<p>projects estimated to be in excess of R10 million? Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.</p>	
<b>13.</b>	<p>Recent annual financial statement (AFS) for three consecutive years (unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.</p>	<p>a) Applicable to private companies with a public interest score of less than 100.</p> <p>b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed.</p> <p>NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.</p>	<p>Has the bidders furnished MBD 5 as mandatory? Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?</p>	N/A
<b>14.</b>	<p>Functionality / Quality for evaluation of complex projects</p>	<p>a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience,</p>	<p>Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE?</p>	N/A

		<p>financial capabilities, relevant technology, etc.</p> <p>NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.</p>	<p>Has the bidders been scored in line with the evaluation criteria set on the tender document?</p> <p>All portfolio of evidence attached and certified as stated on the bid document?</p>	
15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	<p>a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.</p>	<p>If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?</p>	N/A

## TERMS OF REFERENCE FOR APPOINTMENT OF A PANEL OF ATTORNEYS FOR THE CITY OF MBOMBELA FOR THE PERIOD OF 36 MONTHS

### 1. BACKGROUND

The City of Mbombela (CoM) requires, from time to time, external assistance to complement its current capacity in order to fulfil its obligations in terms of section 112(1) of the MFMA. Most of the assistance is required at short notice and it is therefore the intention of the Municipality to compile a list of experienced and competent service providers in the various fields of legal profession. The qualifying service providers will be listed on a pre-approved panel of service providers. When a need is identified for external support, the municipality will develop detailed terms of reference and request all service providers in the field of the required expertise to submit a comprehensive proposal to execute the terms of reference. These proposals will then be evaluated, and the best service provider will be considered for appointment in line with the City's SCM Policy.

### 2. SCOPE OF WORK

- 1.1. City of Mbombela's Legal Department is responsible for providing objective, value adding and innovative legal advisory services to CoM. The department ensures that the organization's legal risks are managed adequately and reduces CoM's exposure to litigation. To this end, CoM seeks to establish a panel of Legal Advisors from whom assistance shall be sought on a need basis. Therefore, CoM requests proposals from capable legal firms or practitioners of good standing within the legal fraternity.

The required legal advisory services have been categorized into different categories as reflected below. The bidders are required to indicate in the table below with an **(X)**, on the category the bidder is bidding for:

#### NATURE OF SERVICE REQUIRED:

CATEGORY DESCRIPTION	BIDDERS TO FURNISH RELEVANT CATEGORY: <b>"X"</b>
CONVEYANCING	
NOTARIAL PRACTICE	
COMMERCIAL CONTRACTS	
CIVIL AND CRIMINAL LITIGATION	
LAND USE MATTERS	
LABOUR MATTERS	
TOWN PLANNING	
CONSTITUTIONAL LAW	
INSURANCE LAW	
HOUSING AND LAND TENURE	
ADMINISTRATIVE LAW	
LOCAL GOVERNMENT LAW	
DEBT COLLECTION	

Bidders may bid for one or all the areas of law set out above. It is important to note that bidders may opt to select all the categories pertaining to their area of specialization as listed above. Bidders shall be allocated work per service location based on the business needs and efficiencies.

#### 4. FEE STRUCTURE

NOTE: Tariff and fees shall be in accordance with the **RULES BOARD FOR COURTS OF LAW ACT, (ACT NO .107 OF 1985)**.

Bidders will not be compensated for travelling disbursements, save for travel done outside of Mpumalanga Province at the behest of the City, in which case the travel claims will be subject to the National Travel Policy Framework issued by the Department of National Treasury.

Conveyancing fees and Notarial service's fees will be as per the recommended conveyancing fees guide as determined by the Legal Practice Council.

Bidders shall be remunerated for all time spent attending to a particular matter at the rates provided below.

#### PRICING SCHEDULE BREAKDOWN-DISBURSEMENTS AND OTHER LEGAL EXPENSES

NOTE: Tariff and fees shall be in accordance with the **RULES BOARD FOR COURTS OF LAW ACT, (ACT NO .107 OF 1985)**.

**Note: ALL Magistrate's Court instructions or Opinions shall be capped to a specific amount determined by Legal Services or Head of the Department.**

PROFESSIONAL STATUS	Unit Excl. Vat ( <i>15 min per quarter of an hour or part thereof</i> )	Fee per hour Exlc.Vat
I. Legal Practitioner (Director/partner) with more than 10 years' experience		
II. Legal Practitioner (Partner/ associate) with 5 -10 years' experience		
II. Legal Practitioner (Partner or associate) with 1 - 5 years' experience		
V. Candidate Attorney		

TARIFF FEE STRUCTURE		
Description	Unit (15 min per quarter of an hour or part thereof)	Initial Instruction
Taking instructions inclusive of initial consultation and perusal of	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE

Documents accompanying the letter of instruction.		WITH PROFESSIONAL STATUS
A - CONSULTATIONS, APPEARANCES, CONFERENCES, AND INSPECTIONS		
Consultations per quarter of an hour or part thereof by an admitted attorney.	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS
Attendance by an attorney in court at proceedings in terms of rule 37 of the High Court Rules, per quarter of an hour or part thereof.	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS
Any inspection in situ, or otherwise, per quarter of an hour or part thereof:	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS
by an attorney;	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS
Attending to give or take disclosure, per quarter of an hour or part thereof: by an attorney;	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS
Appearance by an attorney in court or the performance by an attorney of any of the other functions of an advocate, in terms of the Right of Appearance in Courts Act, 1995 (Act No. 62 of 1995).	Per min	AS PER APPLICABLE CATEGORY IN RESPECT OF FEE PER HOUR IN LINE WITH PROFESSIONAL STATUS

<b>B - DRAFTING AND DRAWING</b> <b>(Refrain from using hourly billing in terms of drafting and drawing)</b>		
<b>ITEM/ATTENDANCE</b>	<b>Unit</b>	<b>Rate Excl. Vat</b>
The drawing up of formal statements, confirmatory or supporting affidavits, affidavits of service or other formal affidavits, index to brief, short brief, statement of witnesses, powers of attorney to sue or defend, as well as other formal documents and summonses, including all documents such as prescribed by the forms to the <b>High Court Rules</b> , an inclusive	Per page	
tariff - drawing up, checking, typing, printing, copies, <b>per page</b> of the original only.		
<b>The drawing up of other necessary documents, including:</b>	<b>Unit</b>	<b>Rate</b>
Instructions for an opinion, for an advocate's guidance in preparing pleadings, including further particulars and requests for same, including exceptions;	Per page	
Instructions to advocate in respect of all classes of pleadings;	Per page	
a petition, exception or affidavit, any notice (except a formal notice), particulars of claim or an annexure to the summons, opinion by an attorney or any other important document not otherwise provided for;	Per page	
Drawing up of scanning sheets, filing notices, notices of set down, notices of removal from the roll, reinstatements, and others non-pleadings on all-inclusive drawing up, checking, typing, printing, copies, per page of the original only.	Per page	
Letters, telegrams, and facsimiles: Inclusive tariff for drawing up, checking, typing, printing, delivery, copies <b>per page</b> .	Per page	
<b>NOTE 1:</b> Particulars of dispatched letters, telegrams and facsimiles must be specified in a tax invoice. The number of letters written must be specified, as well as the total amount charged. Request to inspect the papers may be made should the correctness of the item be disputed.	Per page	
<b>NOTE 2:</b> Whenever an attorney performs any of the work listed in this section, the fees set out herein in respect of such work shall apply and not any fees which would be applicable in terms of the tariff under rule 69 if an advocate had performed the work in question.	Per page	

<b>C - ATTENDANCE AND PERUSAL</b>		
<b>Attending the receipt, entry and filing of:</b>	<b>UNIT</b>	<b>RATE EXCL. VAT</b>
any summons, petition, affidavit, pleading, advocate's advice and drafts, report, important letter, notice or document;	Per page	
any formal letter, record stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified;	Per page	
any plan or exhibit or other material document which was necessary for the conduct of the action; <b>per document.</b>	Per page	
<b>Attending on perusing and considering of:</b>	<b>UNIT</b>	<b>RATE</b>
any summons, petition, affidavit, pleading, advocate's advice and drafts, report, important letter, notice or document;	Per page	
any formal letter, record stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified;	Per page	
any plan or exhibit or other material document which was necessary for the conduct of the action; <b>per page.</b>	Per page	
Sorting, arranging and paginating papers for pleadings, advice on evidence or brief on trial or appeal, per quarter of an hour or part thereof: <b>by an attorney/candidate;</b>	Per min	
<b>NOTE:</b> Particulars of received papers must be specified in the tax invoice. The number of papers and pages received, as well as the total amount charged therefor, must be specified. Request to inspect the papers may be made if the correctness of the item is disputed.		

<b>D – MISCELLANEOUS</b>		
<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>
For making necessary copies, including photocopies, of any document or papers not already provided for in this tariff, per A4 size page.	Per page	
<b>Attending to arrange translation and thereafter to procure same, per quarter of an hour.</b>		
by an attorney.		APPLICABLE RATE
<b>Necessary telephone calls: The actual cost thereof, plus for every five minutes or part thereof – (itemised billing will be required)</b>	<b>UNIT</b>	<b>RATE</b>
by an attorney /candidate	Per min	AS PER APPLICABLE CATEGORY
<b>PART E</b>		
Drafting, issuing and execution of a warrant of execution and attendances in connection therewith, excluding sheriff fees, per document.		
Re -issue.		
<b>PART F – CONVEYANCING AND NOTARIAL SERVICES</b>		
All Conveyancing and Notarial services rendered must be billed as per the Deeds Registries Act, Act 47 of 1937	Fee guidelines and schedule	

**I the undersigned duly authorised to do so on behalf of ..... Do hereby acknowledge the above tariffs are accepted unconditionally for the duration of the contract.**

Signed at.....this.....day of..... 20...

Name of Duly Authorised Signatory: (Please print)

.....

Authorised Signature: .....



## 6. EVALUATION CRITERIA


Proposals will be evaluated in terms of compliance to the bid requirements and functionality criteria as provided for in the City's Supply Chain Management Policy.

### Functionality Criteria

Functionality evaluation will be conducted per category (**i.e. Category A – C**). Only bidders who score 70 points or more on functionality for the relevant category will be appointed to that category of the panel.

Bidders may score points for using the same resource/individual across categories, provided such resource meets the requirements to score points in the relevant category(ies).

Bidders may bid for one or more of the categories listed below. Bidders must indicate the category(ies) for which they are submitting a bid by ticking in the relevant column in the table below:

Item	Bidding Category	Please  tick
1.	Category A: Legal Practitioners	
2.	Category B: Conveyancing Services	
3.	Category C: Notarial Services	

### 6.1. CATEGORY A: FUNCTIONALITY CRITERIA FOR LEGAL PRACTITIONERS

EVALUATION ASPECT	MINIMUM REQUIREMENT	Weight
<b>Social Responsibility/ Pro-bono work as per LPC requirements</b>	<p>Details of any instances of pro-bono work / community service work acting in a legal capacity.</p> <p><b><i>The bidder must submit a minimum of instances of pro-bono work / community service work acting in a legal capacity. The bidder must submit the above mentioned instances in the form of a reference letter from the beneficiary of the pro-bono work confirming same.</i></b></p> <ul style="list-style-type: none"><li>• 0 evidence submitted = (0 points)</li><li>• 1 or more submitted = (10 points)</li></ul> <p><b>NB: Any information deemed confidential must be redacted at the time of submission.</b></p> <p>Evidence required must be marked <b>Schedule 9</b></p>	10

<b>Legal Practice Requirements</b>	<p>The Practice must have a minimum of at least 3 resources in their employ.</p> <p><b>The Practice must include the following to score 20 functionality points: (20 points):</b></p> <ul style="list-style-type: none"> <li>• A legal practitioner (x1) – 8 points</li> <li>• Administrative/ Support Staff (x1) – 6 points</li> <li>• Messenger/ Messenger Service (x1) – 6 points</li> </ul> <p><b><u>Evidence Required:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Admission certificate as a Legal Practitioner</b></li> <li>• <b>CVs of the Administrative/ Support staff and the messenger / messenger service.</b></li> </ul> <p><b>Failure to submit any of the above will result in the bidder scoring zero (0) points for this criterion.</b></p> <p>Evidence required must be marked <b>Schedule 10</b></p>	20
<b>Experience as a Legal Practitioner</b>	<p><b>The Legal Practice must have at least one experienced legal practitioner.</b></p> <ul style="list-style-type: none"> <li>• More than 10 years' experience (20 points)</li> <li>• More than 5 to 10 years' experience (15 Points)</li> <li>• 5 years' experience or less (10 points)</li> </ul> <p><b>Evidence required:</b></p> <ol style="list-style-type: none"> <li>Proof of admission as a Legal Practitioner, i.e. Letter of good standing from the LPC.</li> <li>CVs of the legal practitioner(s) detailing post admission experience, with contactable references.</li> </ol> <p>Evidence required must be marked <b>Schedule 11</b></p>	20

<b>Previous Legal Practice Experience and track record</b>	<p><b>1) General Litigation Experience (10 points)</b></p> <ul style="list-style-type: none"> <li>• More than 10 matters (10 points)</li> <li>• 6 to 10 matters (8 points)</li> <li>• 1 to 5 matters (5 points)</li> <li>• 0 matters (0 points)</li> </ul> <p><b>NB: To qualify for any points, the bidder must provide reference letters on their clients' letterhead and a table summarising matters that the bidder has handled and concluded since 2020, indicating the following minimum information:</b></p> <p style="padding-left: 40px;">i. brief description of the facts. ii. findings and order. iii. Citation for each matter (the court where the matter was heard, Name of parties, case number, forum, etc.)</p> <p>Evidence required must be marked <b>Schedule 12.</b></p> <p><b>2) Litigation Experience where the Legal Practice acted against or on behalf Organs of State (10 points)</b></p> <ul style="list-style-type: none"> <li>• More than 5 matters (10 points)</li> <li>• 3 to 4 matters (7 points)</li> <li>• 1 to 2 matters (5 points) 0 matters (0 points)</li> </ul>	50
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	<p><b>NB: To qualify for any points, the bidder must provide reference letters on their clients' letterhead and a table summarising matters that the bidder has handled and concluded since 2020, indicating the following minimum information:</b></p> <ul style="list-style-type: none"> <li>i. <b>brief description of the facts.</b></li> <li>ii. <b>findings and order.</b></li> <li>iii. <b>Citation for each matter (the court where the matter was heard, Name of parties, case number, forum, etc.)</b></li> </ul> <p>Evidence required must be marked <b>Schedule 13</b></p> <p><b>3) Written Legal Opinions (10 points)</b></p> <ul style="list-style-type: none"> <li>a) more than 10 matters (10 points)</li> <li>b) 6 to 10 matters (7 points)</li> <li>c) 1 to 5 matters (5 points)</li> <li>d) 0 Matters (0 Points)</li> </ul> <p><b>NB: Bidders are required to provide Legal opinions the bidder has handled/compiled since 2020.</b></p> <p>Evidence required: must be marked <b>Schedule 14</b></p> <p><b>NB: Any information deemed confidential must be redacted at the time of submission.</b></p> <p><b>4) Legal and/or regulatory Compliance Advisories, or investigations (10 points)</b></p> <ul style="list-style-type: none"> <li>a) more than 10 advisory report (10 points)</li> <li>b) 6 to 10 advisory report (7 points)</li> <li>c) 1 to 5 advisory report (5 points)</li> <li>d) 0 advisory report (0 Points)</li> </ul> <p><b>NB: Bidders are required to attach advisory reports that the bidder has compiled since 2020, supported by reference letters on the clients' letterhead.</b></p> <p>Evidence required must be marked <b>Schedule 15.</b></p> <p><b>NB: Any information deemed confidential must be redacted at the time of submission.</b></p> <p><b>5) Labour Law experience (10 points)</b></p> <ul style="list-style-type: none"> <li>a) more than 10 matters (10 points)</li> <li>b) 6 to 10 matters (7 points)</li> <li>c) 1 to 5 matters (5 points)</li> <li>d) 0 matters (0 Points)</li> </ul>	
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	<p><b>NB: To qualify for any points, the bidder must provide reference letters on their clients' letterhead and a table summarising matters that the bidder has handled and concluded since 2020, indicating the following minimum information:</b></p> <ul style="list-style-type: none"> <li>i. brief description of the facts.</li> <li>ii. findings and order.</li> <li>iii. Citation for each matter (the court where the matter was heard, Name of parties, case number, forum, etc.)</li> </ul> <p>Evidence required must be marked <b>Schedule 16</b></p>	
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## 6.2. CATEGORY B: FUNCTIONALITY CRITERIA FOR CONVEYANCING SERVICES

EVALUATION ASPECT	MINIMUM REQUIREMENT	Weight
<b>Experience in conveyancing</b>	<p>Bidder must have a minimum of 1 experienced conveyancer in their employ.</p> <p><b>Experience as a Conveyancer:</b></p> <ul style="list-style-type: none"> <li>• 0 to 3 years' experience (0 Points)</li> <li>• More than 3 to 5 years' experience (20 points)</li> <li>• More than 5 to 10 years' experience (30 Points)</li> <li>• More than 10 years' experience (40 points)</li> </ul> <p><b>Evidence required:</b></p> <ul style="list-style-type: none"> <li>i. Conveyancer admission certificate</li> <li>ii. Comprehensive CV</li> </ul> <p>Evidence required must be marked <b>Schedule 17</b></p>	40
<b>Track record as a conveyancer</b>	<p>The conveyancer has successfully completed conveyancing work.</p> <p><b>Track record:</b></p> <ul style="list-style-type: none"> <li>• 0 to 3 conveyancing work (0 Points)</li> <li>• More than 3 to 5 conveyancing work (20 points)</li> <li>• More than 5 to 10 conveyancing work (30 Points)</li> <li>• More than 10 conveyancing work (40 points)</li> </ul> <p><b>Evidence required:</b></p> <p>Reference letters on the client's letterhead, confirming successful completion of conveyancing work (each conveyancing project must be referenced to score points).</p>	40

	Evidence required must be marked <b>Schedule 18</b>	
<b>Conveyancer secretary experience</b>	<p>Bidder must have a conveyancer's secretary with at least 5 years' experience in being a conveyancer's secretary.</p> <ul style="list-style-type: none"> <li>• More than 10 years' experience (20 points)</li> <li>• More than 5 to 10 years' experience (15 Points)</li> <li>• 5 years' experience or less (10 points)</li> </ul> <p><b>Evidence required:</b> Comprehensive CV of the conveyancer's secretary with contactable references.</p> <p>Evidence required must be marked <b>Schedule 19</b></p>	20

### 7.3. CATEGORY C: FUNCTIONALITY FOR NOTARIAL SERVICES

EVALUATION ASPECT	MINIMUM REQUIREMENT	Weight
<b>Experience as a notary</b>	<p>Bidder must have a minimum of 1 experienced notary in their employ.</p> <p><b>Experience as a notary:</b></p> <ul style="list-style-type: none"> <li>• 0 to 3 years' experience (0 Points)</li> <li>• More than 3 to 5 years' experience (20 points)</li> <li>• More than 5 to 10 years' experience (30 Points)</li> <li>• More than 10 years' experience (40 points)</li> </ul> <p><b>Evidence required:</b> i. Notary admission certificate</p> <p>Evidence required must be marked <b>Schedule 20</b></p>	40

<b>Track record as a notary</b>	<p>The notary has successfully completed notary work.</p> <p><b>Track record:</b></p> <ul style="list-style-type: none"> <li>• 0 to 3 notary work (0 Points)</li> <li>• More than 3 to 5 notary work (20 points)</li> <li>• More than 5 to 10 notary work (30 Points)</li> <li>• More than 10 notary work (40 points)</li> </ul> <p><b>Evidence required:</b> Reference letters on the client's letterhead, confirming successful completion of notary work.</p> <p>Evidence required must be marked <b>Schedule 21</b></p>	40
<b>Notary secretary experience</b>	<p>Bidder must have a notary's secretary with at least 5 years' experience in supporting notary(ies).</p> <ul style="list-style-type: none"> <li>• More than 10 years' experience (20 points)</li> <li>• More than 5 to 10 years' experience (15 Points)</li> <li>• 5 years' experience or less (10 points)</li> </ul> <p><b>Evidence required:</b> Comprehensive CV of the notary's secretary with contactable references.</p> <p>Evidence required must be marked <b>Schedule 22</b></p>	20

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

MBD 3.1

**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: COM59/2025

Closing Time 11:00 on 31 JULY 2025

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by:	.....	
-	At:	.....	
		.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does offer comply with specification?		<b>*YES/NO</b>
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	
			<b>*Delivery: Firm/not firm</b>
-	Delivery basis (all delivery costs must be Included in the bid price)	.....	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Any enquiries regarding the bidding procedure may be directed to –

Procurement enquiries  
Christopher Nkambule  
P.O Box 45  
Mbombela  
1200  
Tel: 013 759 2358

Or

For technical information  
Adv Shumani Budeli

013 759 9561



## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, shareholder<sup>2</sup>):.....

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.....

.....

<sup>1</sup>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.

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?.....

**YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE 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

a) 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 12.5 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	2.5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 7.5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise regarded as EME located within the local area of jurisdiction (City of Mbombela)	2.5 points	
6.	for valid B-BBEE level 1 contribution (SANAS accredited B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership).	5 points	
<b>The City will utilize the CSD report for the above-mentioned information.</b>			

#### **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.

**WITNESSES:**

.....

.....

.....

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....



**THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2. ....

DATE: .....

**(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER / CITY OF MBOMBELA )**

1. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....

## 2.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	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:		
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 <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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

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(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<sup>3</sup> 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.

**<sup>3</sup> 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

## AUTHORITY TO SIGN A BID

### 1. COMPANIES AND CLOSE CORPORATIONS

- a. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

#### PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorized Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of ALL Director(s) / Member (s)</b>			
<b>Is a CERTIFIED COPY of the resolution attached?</b>	<b>YES</b>		<b>NO</b>
<b>SIGNED ON BEHALF OF COMPANY / CC:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	



## 2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, \_\_\_\_\_, the undersigned, hereby confirm

that I am the sole owner of the business trading as \_\_\_\_\_

## 3. PARTNERSHIP

We, the undersigned partners in the business trading as \_\_\_\_\_

hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

<b>CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</b>
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**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms \_\_\_\_\_  
 \_\_\_\_\_ authorized signatory of the Company/Close  
 Corporation/Partnership (name) \_\_\_\_\_, acting in the capacity  
 of lead partner, to sign all documents in connection with the tender offer and any contract resulting  
 from it on our behalf.

<b>1. Name of firm</b> (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

<b>2. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>3. Name of firm</b>			
Address:			
		Tel. No.	
Signature		Designation	

<b>4. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.**

## EVALUATION CRITERIA

### SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY TENDERER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
B-BBEE STATUS LEVEL OF CONTRIBUTION (20 POINTS)				
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20		
	SUB TOTAL	20		
	TOTAL	100		