

BELA-BELA LOCAL MUNICIPALITY



BID DOCUMENT

BID NO: 9/3/1/409

**CALL FOR EXPRESSION OF INTEREST:
PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL
ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL
ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE
DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**

CLOSING DATE: 09 MAY 2025

CLOSING TIME: 12:00PM

| TECHNICAL ENQUIRIES | BIDDING RELATED ENQUIRIES |
|--|--|
| MANAGER: PROJECT MANAGEMENT UNIT Ms. P.M Tshokweni BELA-BELA LOCAL MUNICIPALITY Private Bag X1609 BELA-BELA 0480 Tel: (014) 736 8000 Fax: (014) 736 3288 | MANAGER: SUPPLY CHAIN MANAGEMENT Ms. K.J Makgobela BELA-BELA LOCAL MUNICIPALITY Private Bag X1609 BELA-BELA 0480 Tel: (014) 736 8000 Fax: (014) 736 3288 |

FIELD (E.G CIVIL, ELECTRICAL, ETC) : _____

NAME OF BIDDER (BIDDING ENTITY) : _____

RECEIPT NUMBER : _____



LETTER OF EXPRESSION OF INTEREST FROM THE APPLICANT:

THE MUNICIPAL MANAGER
BELA-BELA LOCAL MUNICIPALITY
59 Chris Hani Drive
BELA-BELA
0480

EXPRESSION OF INTEREST

Call for Expression of Interest No. : _____

Deadline for the submission of the Expression of Interest: : _____

Applicant submitting the Expression of Interest:

(Company name)

(Company Registration number)

Dear Sir or Madam,

Herewith we are submitting our Expression of Interest on behalf of (Applicant)_____

in response to the Call for Expression of Interest No. _____ for
the provision of professional services for all infrastructure projects planned for a period of
three years

The undersigned is duly authorized to represent (Applicant)_____

By signing this form certifies and declares that the information contained in this Expression of Interest and its Appendices is complete and correct in all its elements.

Yours sincerely,

Signature(s) : _____

Name and position: _____

Applicant's name: _____

Place: _____ Date (day/month/year): _____

PLEASE TICK ON THE AREA OF EXPERTISE FOR WHICH THE EXPRESSION OF INTEREST IS SUBMITTED

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| FIELD | AREA OF EXPERTISE | <i>(tick where appropriate)</i> |
|---|--|---------------------------------|
| Civil and Structural Engineering | Water | |
| | Sanitation/ Sewer | |
| | Waste Water Treatment Plants | |
| | Water Treatment Plant | |
| | Roads | |
| | Stormwater | |
| | Municipal and Building Civils | |
| | Structural Buildings | |
| Electrical Engineering | Municipal electrical reticulation (MV and LV Distribution) | |
| | Streets, area and sports field lighting | |
| | Green building design and energy management | |
| Mechanical Engineering | HVAC Systems | |
| | Mechanical plant and equipment | |
| | Pumping and Pipeline systems | |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPLICANT DETAILS

1.1 APPLICANT IDENTIFICATION

| SUMMARY AND CONTACT INFORMATION REQUIRED | |
|--|---|
| NAME OF THE COMPANY | |
| CONTACT DETAILS | Address: Tel: Fax: e-mail: |
| COMPANY REGISTRATION DETAILS | Date of registration: Registration number: |
| VAT | Registration number: |

1.2 PERSON AUTHORIZED TO SUBMIT THE EXPRESSION OF INTEREST ON BEHALF OF THE APPLICANT AND APPROPRIATE EVIDENCE OF SUCH AUTHORIZATION

| INFORMATION REQUIRED | |
|----------------------|--|
| TITLE | Mr/Ms/Dr/other (delete or complete as appropriate) |
| NAME | Surname: First Name: |
| POSITION | |
| CONTACT DETAILS | Address: Tel: Fax: e-mail: |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.3 CONTACT PERSON (if different from 1 .2)

| INFORMATION REQUIRED | |
|----------------------|--|
| TITLE | Mr/Ms/Dr/other (delete or complete as appropriate) |
| NAME | Surname: First Name: |
| POSITION | |
| CONTACT DETAILS | Address: Tel: Fax: e-mail: |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BELA-BELA LOCAL MUNICIPALITY



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DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**

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| E3 | Indicative scope of work |

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Witness 2

VERY IMPORTANT NOTICE ON DISQUALIFICATION

A Bid not complying with the peremptory requirements stated hereunder will be regarded as being a not **“Acceptable Bid”** and as such will be rejected.

“Acceptable Bid” means any bid which, in all respects, complies with the conditions of the Bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act No. 5 of 2000, Preferential Procurement Regulations as published in the Government Gazette No. 47452 of 04 November 2022 and related legislations:

1. Attend the compulsory briefing session as scheduled and advertised. Bidders who do not attend the compulsory briefing session will not be evaluated on compliance and functionality.
2. Submit bid in the correct bid box
3. Submit bid before closing date and time
4. Fill in all the required information in all Forms/ Returnable Schedules (**See the “Returnable Document Checklist” section of this document**)
5. All bids must be submitted on the official forms provided by the municipality not to be re-typed or electronically filled.
6. Complete and sign all Forms/Schedules in ink. Do not use pencils or correction fluid to make corrections.
7. Make corrections, if necessary, only by placing a line across the words/numbers to be corrected and initial next to the amended text. Do not scratch out, write over rates, paint over rates or use correction fluid.
8. Do not remove pages from the bid document.
9. Ensure that witnesses sign where required.
10. Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director’s resolution/ power of attorney. In the case of the Joint venture, such documents must be attached for all parties.
11. Only the person authorized to do so may sign the bid offer.
12. Attach to the bid document a copy of a signed Joint Venture agreement (if applicable).
13. Submit Company registration documents. In the case of the Joint venture, such documents must be attached for all parties.
14. Submit Certified Copies of Identity Documents for the Director(s) of the Company. In the case of the Joint venture, such documents must be attached for all parties.
15. Submit proof of registration as a professional engineer in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) for the Director(s) of the Company. In the case of the Joint venture, such documents must be attached for all parties.
16. Submit proof of the Tax Compliance Status (verification Pin) issued by the South African Revenue Services (SARS) or Proof that necessary arrangements have been made to meet outstanding tax obligations. In the case of the Joint venture, such documents must be attached for all parties.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

17. Submit copies of municipal rates and taxes Accounts of both the company and director(s) not older than three (3) months and not in arrears of more than 90 days from the date of tender closure

A lease agreement may be submitted where applicable but must also be accompanied by a Municipal Rates and Taxes Account of the leased property where the Lessee is responsible for such an account. If the Lessee is not responsible for the Municipal Rates and Taxes account, then a statement of account must be submitted as evidence that the Lessee has met their obligations.

If Municipal Rates & Taxes Account submitted is not in the name of the Company and/or any of the Directors, a written affidavit stating how the Account relates to the said Company and/or Director must be submitted. Furthermore, if the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.

18. Submit proof of registration with the **Central Data Base** (CSD) of the National Treasury. In the case of the Joint venture, such documents must be attached for all parties.
19. Attach Audited Annual Financial Statement (AFS) of the company past three (3) financial years or since establishment if establish during the past three (3) financial years, if the bidder is required by law to prepare the Annual Financial Statement (AFS). In the case of the Joint venture, such documents must be attached for all parties.
20. The bidder attempts to influence or has in fact influenced the evaluation of the bid and/or the awarding of the contract.
21. The bidder during the last 5 years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
22. The bidder or any of his 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.
23. The bidder has abused the Bela-Bela LM's Supply Chain Management System.
24. The bidder and any of its directors are in arrears for more than ninety (90) days for any municipal rates and taxes owed to the Bela-Bela LM or any other Municipality.
25. Irrespective of the procurement process followed, no award may be given to a person-
- a) who is in the service of the state, or
 - b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

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Employer

Witness 1

Witness 2

- c) who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
- 26. The bidder may only submit a bid on the original documentation provided by the Bela-Bela LM or downloaded from the e-tender portal.
- 27. The Bidder cannot submit more than one bid for the same project.

PLEASE NOTE:

1. **Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive and cost effective.**
2. **The lowest Bid / proposal will not necessarily be accepted, and the Municipality reserves the right to accept where applicable a part or portion of any Bid or where possible accepts Bids or proposals from multiple Bidders.**
- 3 **Municipal Supply Chain Management policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its regulations will be applied.**
4. **In this document and other documents referred to but not attached, the following words are synonymous with each other:**
 - a) **Client, Employer, BELA-BELA Local Municipality**
 - b) **Bidder, Contractor, Service Provider**
 - c) **Bid and Tender and Variations Thereof**
 - d) **Joint Venture / Consortium**

APPROVED BY:

**MR T.G RAMAGAGA
MUNICIPAL MANAGER**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BELA-BELA LOCAL MUNICIPALITY



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PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL
ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL
ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE
DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**

E1: SUBMISSION PROCEDURE

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Bid No 9/3/1/409

CALL FOR EXPRESSION OF INTEREST:

PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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Witness 1

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Employer

Witness 1

Witness 2

E1.1 Notice and Invitation to submit an expression of interest

BELA-BELA LOCAL MUNICIPALITY



CALL FOR EXPRESSION OF INTEREST:

PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS – STAGE ONE

| TENDER NUMBER | DESCRIPTION | EVALUATION CRITERIA | PRICE PER DOCUMENT (Non-Refundable) | COMPULSORY BRIEFING SESSION | CONTACT PERSON (TECHNICAL) | CLOSING DATE AND TIME |
|---------------|--|---|-------------------------------------|--|---|------------------------|
| 9/3/1/409 | Panel of Thirty (30) Consulting Engineering Firms (20 Civil Engineering, 5 Electrical Engineering & 5 Mechanical Engineering) for the implementation of Infrastructure Development Projects planned for a Period of Thirty-Six (36) Months | <p>Stage 1:</p> <ul style="list-style-type: none"> Administrative compliance Functionality <p>Stage 2 (As and when required):</p> <ul style="list-style-type: none"> 80/20 80- Price 20 – Specific Goals | R450.00 | <p>Date: 17 April 2025 Time: 10h00am Venue: Entrance of the Municipal Office, 59 Chris Hani Drive, Bela-Bela.</p> | <p>Ms. P.M Tshokweni Tel: (014) 736 8000 E-mail: TshokweniP@belabela.gov.za</p> | 09 May 2025 at 12h00pm |

Documents are available from: _____ **All Applications must be submitted at:** _____

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Records Offices
1st floor Room F58
59 Chris Hani Drive
Bela-Bela
0480

Bela-Bela Local Municipality
In the Tender Box placed at the Records office Room F58
59 Chris Hani Drive
Bela-Bela
0480

All Tender documents are available from **04 April 2025**

All Supply Chain Management (SCM) queries must be directed to:

Ms. KJ Makgobela
Tel: (014) 736 8021
e-mail: MakgobelaKJ@belabela.gov.za

Minimum Requirements:

1. A copy of a Company Registration Certificate reflecting names and identity numbers of active shareholding must be attached (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
2. Director's information and certified copies of Identity documents not older than 6 months. In the case of the Joint venture, such documents must be attached for all parties.
3. Submit proof of registration as a professional engineer in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) for the Director(s) of the Company. In the case of the Joint venture, such documents must be attached for all parties.
4. CSD report of the National Treasury. In case of Joint Venture, a Consolidated Central Supplier Database Registration (CSD) is required.
5. Valid SARS Tax Clearance Verification Code/Pin on SARS letterhead. In the case of the Joint venture, such documents must be attached for all parties.
6. Attach a certified copy or original members/directors resolution in company's letter head. In the case of the Joint venture, such documents must be attached for all parties.
7. Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure. A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property where the lessee is responsible for such account. If the lessee is not responsible for the municipal rates and taxes account, then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations. If municipal rates and taxes submitted is not in the name of the company and/or any of the directors, a written affidavit stating how the account relates to the said company and/or its directors must be submitted.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Furthermore, if the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.

8. Attach a copy of a signed Joint Venture agreement (if applicable).
9. Attach Audited Annual Financial Statement (AFS) of the company past three (3) financial years or since establishment if establish during the past three (3) financial years, if the bidder is required by law to prepare the Annual Financial Statement (AFS). In the case of the Joint venture, such documents must be attached for all parties.
10. MBD forms (to be completed and signed on the tender document)
11. Failure to comply with the above-mentioned conditions may invalidate your Bid.

Please Note:

1. Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive, and cost effective.
2. No application(s) will be accepted from a person in the service of the state.
3. No telegraphic, telefax and late applications will be accepted.
4. The lowest bid / proposal will not necessarily be accepted, and the Municipality reserves the right to accept where applicable a part or portion of any bid or where possible accepts bids or proposals from multiple bidders.
5. The Municipal Supply Chain Management Policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its regulations will be applied.

Mr. TG RAMAGAGA
MUNICIPAL MANAGER

Notice Number: 30/25

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Bid No 9/3/1/409

CALL FOR EXPRESSION OF INTEREST:

PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20) CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Interested companies are invited to submit an Expression of Interest (EOI) for the provision of Civil, Electrical and Mechanical Engineering Professional Services for Infrastructure development projects. The scope of work for the Consulting Engineering companies shall be the standard services in accordance with the Engineering Council of South Africa (ECSA) Guideline scope of services for persons registered in terms of the Engineering Profession Act 2000 (Act No.46 of 2000). The companies are to illustrate capabilities in the following areas of expertise:

Civil, Structural, Electrical and Mechanical Engineering Consulting Services.

The EOI Bid documents will only be available from the 07th March 2025 and may be obtained from Bela-Bela Local Municipality at the Records Office 1st Floor, Room F58, 59 Chris Hani Drive, Bela-Bela during working hours: 08h00am to 16h00pm (Monday to Friday), upon payment of a non-refundable fee of **R450.00 per document** paid at the cashiers. Only cash is to be made payable to **Bela-Bela Local Municipality**. No tender documents will be sold beyond the closing date.

The completed EOI Bid document and supporting documents shall be sealed in an envelope or package clearly marked:

“Tender Number: 9/3/1/409 – CALL FOR EXPRESSION OF INTEREST: PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS – STAGE ONE”

Duly completed Bids shall be placed in the tender box situated at the **Records Office 1st Floor, Room F58, 59 Chris Hani Drive, Bela-Bela**, no later than **12:00pm** on the **09th April 2025**. No Fax or Late Bids will be accepted.

The submitted Expression of interest (EOI) Bids will be evaluated on administrative compliance and Functionality as outlined in H3.9 of the submission data.

Successful Bidders shall form part of the Bela-Bela Local Municipality Panel of Thirty (30) Consulting Engineering Firms (20 Civil Engineering, 5 Electrical Engineering & 5 Mechanical Engineering) for the implementation of infrastructure development projects planned for a period of thirty-six (36) months, enlisted in the order of the highest scores and to a limited number as indicated per field/ area of expertise. The Consulting Engineering Firms shall be invited for stage 2 bidding process as and when the budget for projects becomes available.

The panel shall remain valid for a period of thirty-six (36) months subject to clause H.3.9 of the submission data.

Bela-Bela Local Municipality reserves the right to appointment shortlisted companies within the validity period of the panel of consultants.

All Technical enquiries are to be directed to Ms. P.M Tshokweni on (014) 736 8000

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BELA-BELA LOCAL MUNICIPALITY RESERVES THE RIGHT, AT ITS OWN DISCRETION, TO SHORT-LIST ANY OR NONE OF THE RESPONDENTS INTO ITS PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING)

**Mr. T.G RAMAGAGA
MUNICIPAL MANAGER**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

E1.2 Submission Data

The conditions applicable to this call for expressions of interest of tender are the Standard Conditions for the calling for Expressions of Interest as contained in Annex H of the CIDB Standard for Uniformity in Construction Procurement (January 2009) as published in Government Gazette No 31823, Board Notice 12 of 2009 of 30 January 2009. (See www.cidb.org.za)

The Standard Conditions for the calling for Expressions of Interest make several references to the Submission Data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Expressions of Interest.

Each item of data given below is cross-referenced to the clause in the Standard Conditions for the calling for Expressions of Interest.

| Clause number | Submission Data |
|---------------|---|
| H.1 | The Employer is Bela-Bela Local Municipality |
| H.1.2 | <p>The documents associated with the calling for expressions of interest issued by the employer comprise:</p> <p>Part E.1: Submission procedures E.1.1 Invitation and notice for submissions of expressions of interest E.1.2 Submission data</p> <p>Part E.2: Returnable documents E.2.1 List of returnable documents E.2.2 Submission schedules</p> <p>Part E.3 Indicative scope of work E.3 Indicative scope of work</p> |

Consultant

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Witness 2

Employer

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|--------------|--|
| <p>H.2.1</p> | <p>Only those respondents who satisfy the following eligibility criteria are eligible to submit expressions of interest:</p> <ol style="list-style-type: none"> 1. The companies who have capabilities and experience in the following areas of expertise: <ol style="list-style-type: none"> 1.1. Civil and Structural Engineering <ol style="list-style-type: none"> 1.1.1. Water 1.1.2. Sanitation/ Sewer 1.1.3. Waste Water Treatment Plants 1.1.4. Water Treatment Plants 1.1.5. Roads 1.1.6. Stormwater 1.1.7. Municipal and Building Civils 1.1.8. Structural Buildings 1.2. Electrical Engineering: <ol style="list-style-type: none"> 1.2.1. Design of Municipal electrical reticulation (MV and LV Distribution) 1.2.2. Streets, area and sports field lighting 1.2.3. Green building design and energy management 1.3 Mechanical Engineering: <ol style="list-style-type: none"> 1.3.1. HV/AC Systems 1.3.2. Mechanical plant and equipment 1.3.3. Pumping and Pipeline systems 2. Companies must have staff registered as Engineering Professionals with the Engineering Council of South Africa (ECSA). |
| | <p>The arrangements for a compulsory clarification meeting are as stated in the Notice and Invitation to Submit an Expression of Interest.</p> <p>Respondents must sign the attendance list in the name of the responding entity. Addenda will be issued to and submissions will be received only from those responding entities appearing on the attendance list.</p> |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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| H.2.7 | <p>The employer’s address for delivery of submissions and identification details to be shown on each submission package are:</p> <p>Location of tender box: Bela-Bela Local Municipality, Records Office F58</p> <p>Physical Address: 59 Chris Hani Drive, Bela-Bela, 0480.</p> <p>Identification details: “Tender Number: 9/3/1/409 – CALL FOR EXPRESSION OF INTEREST: PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS – STAGE ONE”</p> |
| H.2.9 | <p>The closing time for submissions is as stated in the Notice and Invitation to Submit an Expression of Interest.</p> |
| H.2.9 | <p>Telephonic, telegraphic, telex, facsimile or e-mailed submissions offers will not be accepted.</p> |
| H.3.9 | <p>This is the stage 1 Bidding process and the procedure for evaluation for responsive expression of interest (EOI) Bids is:</p> <ul style="list-style-type: none"> • Administrative compliance and functionality <p>Successful Bidders on stage 1 will be enlisted in the Panel of Thirty (30) Consulting Engineering Firms (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING), in the order of the highest scores and later invited to Bid stage 2 as and when the project budget becomes available. The project will then be allocated to the successful Bidder in Stage 2.</p> |

[Signature Box]

Consultant

[Signature Box]

Witness 1

[Signature Box]

Witness 2

[Signature Box]

Employer

[Signature Box]

Witness 1

[Signature Box]

Witness 2

| | |
|--------|---|
| H.3.10 | <p>All Bidders who submit responsive submissions and:</p> <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a) submit a valid Tax Clearance Verification Code/Pin issued by the South African Revenue Services or have made arrangements to meet outstanding tax obligations; b) the Bidder and its Directors are not in arrears for more than 90 days with Municipal rates and taxes and Municipal service charges; c) do not have any of their directors/shareholders 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; d) have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect; e) have completed the returnable documents in full and who are considered by the Employer not to have any conflicts of interest which may impact on their ability to perform the proposed contract in the best interests of the Employer or potentially compromise the tender process and are free of persons in the state who are not permitted to submit tenders or to participate in the contract; and 2. in the opinion of the Employer can as necessary demonstrate that they possess the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel to perform the contract; <p>will have their submissions scored</p> |
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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

2. The quality criteria that are to be scored and the maximum score assigned to each of such criteria are as follows:

| Quality criteria | Sub-criteria | Maximum number of points |
|--|------------------------------------|--------------------------|
| Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames. | Technical approach and methodology | 15 |
| | Programme of works | 15 |
| Proposed Organization and staffing | - | 10 |
| Experience of the key staff (assigned personnel) in relation to the scope of work | General qualifications | 10 |
| | ECSA Registration | 10 |
| | Adequacy for the assignment | 10 |
| Company experience with respect to specific aspects of the project / comparable projects | - | 30 |
| Maximum possible score for quality | | 100 |

Consultant

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Witness 2

Employer

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| | |
|--|---|
| | <p>3. The evaluation criteria shall be scored by an evaluation committee in accordance with the following schedules:</p> <ul style="list-style-type: none"> • Evaluation Schedule: Approach Paper Evaluation • Schedule: Proposed Organization and Staffing • Evaluation Schedule: Experience of the Key Staff • Evaluation Schedule: Bidder’s Experience <p>Scores will be allocated to each of the criteria based on the indicators contained in these schedules.</p> <p>The minimum number of evaluation points for functionality is 70 points and will thereby qualify Bidders to be enlisted in the panel of engineering professional services database. However, the panel is limited to a total number of Thirty (30) Consulting Engineering Firms and will therefore be according to the order of the highest scorers.</p> |
| | <p>The additional conditions of submission are:</p> <ol style="list-style-type: none"> 1. Successful Bidders on stage one (1) will be loaded on the panel which will select companies fairly and to allow competitive price Bidding for various projects in the second stage. 2. The Successful Bidder on the second Bidding stage will be expected to comply with all EPWP requirements as prescribed by the Department of Public Works. |

[Signature Box]

Consultant

[Signature Box]

Witness 1

[Signature Box]

Witness 2

[Signature Box]

Employer

[Signature Box]

Witness 1

[Signature Box]

Witness 2

Annex H

(normative)

Standard Conditions for the calling for Expressions of Interest

- Note:**
- 1 These Standard Conditions of for the Calling for Expressions of Interest are identical to that contained in Annex H of SANS 294: 2004, Construction Procurement Processes, Procedures and Methods.
 - 2 Annex G of SANS 294, Construction Procurement Processes, Procedures and Methods, provide guidance on referencing these Standard Conditions for the Calling for Expressions of Interest in procurement documents.

H.1 General

H.1.1 Actions

H.1.1.1 The employer and each respondent submitting an expression of interest shall comply with these conditions for calling for expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in H.2 and H.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.

H.1.1.2 The employer and the respondent and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Respondents shall declare any potential conflict of interest in their submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

- Note:**
- 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
 - 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

H.1.1.3 The respondent shall not make a submission without having a firm intention and the capacity to proceed with the next stage of the procurement process.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

H.1.2 Supporting documents

The documents issued by the employer for the purpose of obtaining expressions of interest are listed in the submission data.

H.1.3 Interpretation

H.1.3.1 The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expressions of interest.

H.1.3.2 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
 - ii) an individual or organization is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
 - iii) incompatibility or contradictory interests exist between an employee and the organization which employs that employee.
- 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

H.1.4 Communication and employer's agent

Each communication between the employer and a respondent shall be in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent.

H.2 Respondent's obligations

H.2.1 Eligibility

Submit an expression of interest only if the respondent complies with the criteria stated in the submission data and the respondent, or any of his principals, is not under any restriction to do business with the employer.

H.2.2 Cost of submissions

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission.

H.2.3 Check documents

Check the submission documents on receipt, including pages within them, and notify the employer of any discrepancy or omission.

H.2.4 Acknowledge addenda

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

H.2.5 Clarification meeting

Attend the clarification meeting(s) at which respondents may familiarize themselves with the proposed work, services or supply (and location, etc.) and raise questions. Details of the meeting(s) are stated in the submission data.

H.2.6 Seek clarification

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

H.2.7 Making a submission

H.2.7.1 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 legibly in non-erasable ink.

H.2.7.2 Seal the original and each copy of the submission 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 submission data, as well as the respondent's name and contact address.

H.2.7.3 Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the submission if the outer package is not sealed and marked as stated.

H.2.8 Information and data to be completed in all respects

Accept that submissions, 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.

H.2.9 Closing time

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

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

H.2.10 Clarification of submission

Provide clarification of a submission in response to a request to do so from the employer during the evaluation of submissions.

H.3 Employer's undertakings

H.3.1 Respond to clarification

Respond to a request for clarification received up to five working days before the submission closing time stated in the submission data and notify all respondents who attended the clarification meetings, if any, of those responses.

H.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the submission documents to each respondent during the period from the date of the calling for expressions of interest until seven days before the closing time for submissions stated in the submission data. If, as a result, a respondent applies for an extension to the closing time stated in the submission data, the employer may grant such extension and, shall then notify it to all respondents.

H.3.3 Late submissions

Unless otherwise stated in the submission data, return submissions received after the closing time stated in the submission data, unopened, (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.

H.3.4 Opening of submissions

H.3.4.1 Record the name of each respondent whose submission is opened and acknowledge receipt of each submission.

H.3.4.2 Make available the names of the respondents that made submissions prior to the closing time for submissions to all interested persons upon request.

H.3.5 Non-disclosure

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Not disclose to respondents, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the evaluation process is complete.

H.3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a respondent to influence the processing of submissions and instantly disqualify a respondent if it is established that he engaged in corrupt or fraudulent practices.

H.3.7 Test for responsiveness

Determine, on opening and before detailed evaluation, whether each submission received:

- a) meets the requirements of these conditions for the calling for expressions of interest;
- b) has all the substantive provisions properly and fully completed and signed, and
- c) is responsive to the other requirements of the call for expressions of interest.

H.3.8 Non-responsive submissions

Reject all non-responsive submissions.

H.3.9 Evaluation of responsive submissions

An evaluation committee will be appointed by the Accounting Officer to evaluate submissions using the evaluation criteria established in the submission data.

H.3.10 Provide written reasons for actions taken

Provide upon request written reasons to respondents for any action that is taken in applying these conditions, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of respondents or might prejudice fair competition between respondents.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BELA-BELA LOCAL MUNICIPALITY



**CALL FOR EXPRESSION OF INTEREST:
PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL
ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL
ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE
DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**

E2: RETURNABLE DOCUMENTS

E2.1 List of Returnable Documents

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1. Documentation to demonstrate eligibility to have tenders evaluated

- (i) A copy of a Company Registration Certificate reflecting names and identity numbers of active shareholding must be attached (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
- (ii) Director's information and certified copies of Identity documents not older than 6 months. In the case of the Joint venture, such documents must be attached for all parties.
- (iii) CSD report of the National Treasury. In case of Joint Venture, a Consolidated Central Supplier Database Registration (CSD) is required.
- (iv) Valid SARS Tax Clearance Verification Code/Pin on SARS letterhead. In the case of the Joint venture, such documents must be attached for all parties.
- (v) Attach a certified copy or original members/directors resolution in company's letter head. In the case of the Joint venture, such documents must be attached for all parties.
- (vi) Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure. A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property where the lessee is responsible for such account. If the lessee is not responsible for the municipal rates and taxes account, then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations. If municipal rates and taxes submitted is not in the name of the company and/or any of the directors, a written affidavit stating how the account relates to the said company and/or its directors must be submitted. In the case of the Joint venture, such documents must be attached for all parties.
- (vii) Attach a copy of a signed Joint Venture agreement (if applicable).
- (viii) Attach Audited Annual Financial Statement (AFS) of the company past three (3) financial years or since establishment if establish during the past three (3) financial years, if the bidder is required by law to prepare the Annual Financial Statement (AFS). In the case of the Joint venture, such documents must be attached for all parties.
- (ix) MBD forms (to be completed and signed on the tender document)

Note: Failure to provide these documents will result in the tender not being evaluated as per **Method 2 (Functionality, Price and Specific goals)**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

2. Returnable Schedules required for tender evaluation purposes

The Bidder must complete the following returnable schedules as relevant:

| | |
|--------|--|
| Form A | RECORD OF ADDENDA TO TENDER DOCUMENTS |
| Form B | PROPOSED AMENDMENTS AND QUALIFICATIONS |
| Form C | COMPULSORY DECLARATION |
| Form D | MUNICIPAL DECLARATION AND RETURNABLE DOCUMENTS (MBD 5.1) |
| Form E | AUTHORITY OF SIGNATORY |
| Form F | PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1) |
| Form G | ANNUAL FINANCIAL STATEMENTS DECLARATION (MBD 5.2) |
| Form H | DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8) |
| Form I | CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9) |
| Form J | DECLARATION OF INTEREST (MBD 4) |
| Form K | DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2) |
| Form L | MUNICIPALITY UTILITY ACCOUNT (MBD 5.3) |
| Form M | RECORD OF CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE |

3. Other documents required for tender evaluation purposes

| | |
|--------|--|
| Form N | EVALUATION SCHEDULE: APPROACH PAPER/ METHODOLOGY |
| Form O | EVALUATION SCHEDULE: PROPOSED ORGANISATION AND STAFFING |
| Form P | EVALUATION SCHEDULE: EXPERIENCE OF KEY PERSONNEL |
| Form Q | EVALUATION SCHEDULE: BIDDER'S EXPERIENCE |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PLEASE NOTE:

- The Bidder is required to complete each schedule and form listed above to the best of his ability, as the evaluation of Bids and eventual Contract will be based on the information provided by the Bidder.
- Failure of a Bidder to complete the schedules and forms to the satisfaction of the Employer will inevitably prejudice the Bid and may lead to rejection on the basis that the Bid is non-responsive.
- Bidders shall note that their signatures appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided, including the information provided by candidates proposed for the specified key positions.
- Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a Bidder. If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that Bidder to induce the contract. In such event the Employer has the discretionary right to terminate the contract.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM A: 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 Bid offer:

| | Date | Title or Details |
|----|------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

Attach additional pages if more space is required.

Signed Date

Name Position

Bidder

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM B: PROPOSED AMENDMENTS AND QUALIFICATIONS

The Bidder should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Bidder may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Bidders must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

| Page | Clause or item | Proposal |
|------|----------------|----------|
| | | |

Signed Date

Name Position

Bidder

FORM C: COMPULSORY DECLARATION

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Section 1: Enterprise Details

| | |
|----------------------------|--|
| Name of enterprise: | |
| Contact person: | |
| Email: | |
| Telephone: | |
| Cell no | |
| Fax: | |
| Physical address | |
| Postal address | |

Section 2: Particulars of companies and close corporations

| | |
|--|--|
| Company / Close Corporation registration number | |
|--|--|

Section 3: SARS Information

| | |
|---------------------------------|--|
| Tax reference number | |
| VAT registration number: | |

State Not Registered if not registered for VAT

Section 4: CIDB registration number

| | |
|---|--|
| CIDB Registration number (if applicable) | |
|---|--|

Section 5: National Treasury Central Supplier Database

| | |
|---|--|
| Supplier number | |
| Unique registration reference number | |

Section 6: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a Director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

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Consultant

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Witness 1

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Witness 2

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Employer

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Witness 1

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Witness 2

| Full name of principal | Identity number | Personal tax reference number |
|------------------------|-----------------|-------------------------------|
| | | |
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| | | |

* Attach separate page if necessary

Section 7: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- a member of any Municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of Directors of any Municipal entity
- an official of any Municipality or Municipal entity
- an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

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

| Name of principal | Name of institution, public office, board or organ of state and position held | Status of service <i>(tick appropriate column)</i> | |
|-------------------|---|---|-----------------------|
| | | Current | Within last 12 months |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*insert separate page if necessary

Section 8: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any Municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of Directors of any Municipal entity
- an official of any Municipality or Municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

| Name of family member | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|-----------------------|---|---|-----------------------|
| | | Current | Within last 12 months |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Insert separate page if necessary

Section 9: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

- Yes
- No (Tick appropriate box)

If yes, provide particulars (interest separate page if necessary)

Section 10: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
 - b) National Treasury’s Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes Municipal rates and taxes or Municipal service charges to any Municipality or a Municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer’s tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

Signed

Date

Name

Position

Enterprise name

NOTE 1: The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a Director of a public or private company conducting business with the State. The

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and Municipal entities not award a contract to a person who is the service of the state, a Director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE 4: Regulation 45 of Supply Chain Management regulations requires a Municipality or Municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE 5: Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE 6: Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM D: MUNICIPAL DECLARATION AND RETURNABLE DOCUMENTS (MBD 5.1)

The following particulars must be furnished in relation to tenders for Municipalities and Municipal entities where:

- a) consultancy services are required; and
- b) goods, services or a combination thereof where the estimated total of the prices exceeds R 10 million including VAT.

In the case of a joint venture, separate Municipal declarations and returnable documents shall be submitted in respect of each partner.

Section 1: Enterprise Details

| | |
|----------------------------|--|
| Name of enterprise: | |
| Contact person: | |
| E-mail: | |
| Telephone: | |
| Cell no: | |
| Fax: | |
| Physical address | |
| Postal address | |

Section 2: Declaration for consultancy services:

The enterprise has been awarded the following consultancy services by an organ of state during the last five years.

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Consultant

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Witness 1

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Witness 2

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Employer

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Witness 1

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Witness 2

| Name of organ of state | Estimated number of contracts | Nature of service, e.g, quantity surveying | Service similar to required service (yes / no)? |
|------------------------|-------------------------------|--|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***Attach separate page as necessary**

Section 3 Goods, services or a combination thereof where the estimated total of the prices exceeds R 10 million including VAT

I / we certify that

1) *(tick one of the boxes):*

- the enterprise **is not** required by law to prepare annual financial statements for auditing
- the enterprise **is** required by law to have audited annual financial statements and attached the audited financial statements for the past three financial years, or since the establishment as the enterprise was established within the past three years

2) the enterprise and its Directors has / have no undisputed commitments for Municipal services towards a Municipality or other service provider in respect of which payment is overdue for more than 30 days *(ie: all Municipal accounts are paid up to date);*

3) source of goods and / or services:

(tick one of the boxes and insert percentages if applicable):

- goods and / or services are sourced only from within the Republic of South Africa
- % of the total cost of goods and / or services will be sourced from outside the Republic of South Africa and the percentage of payment from the Municipality or Municipal entity which is expected to be transferred out of the Republic is %

I furthermore confirm that the following contracts were awarded to the enterprise by an organ of state during the last five years and attached particulars of any material non-compliance or dispute concerning the execution of such contracts:

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| Name of organ of state | Estimated number of contracts | Nature of contracts |
|------------------------|-------------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |

* Attach separate page as necessary

I, the undersigned who warrants that I am duly authorised on behalf of the tendering entity, hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct

Signed

Name _____ Date _____
 Position _____

Enterprise name _____

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM E: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name : _____
Contact number : _____
Office address : _____

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

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

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

Mr/ Ms

has been duly authorized to sign all documents in connection with the Tender for Contract

Numberand 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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PRO-FORMA FOR JOINT VENTURES:

Certificate of Authority for Joint Ventures

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer an any contract resulting from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORIZED SIGNATORY |
|--------------|---------|--|
| | | SIGNATURE ON BEHALF OF BIDDER: Name: Designation: |
| | | SIGNATURE ON BEHALF OF BIDDER: Name: Designation: |
| | | SIGNATURE ON BEHALF OF BIDDER: Name: Designation: |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
 PROCUREMENT REGULATIONS 2022 (MBD 6.1)**

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

| | | |
|---|----|---|
| 80/20 | or | 90/10 |
| $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or | $P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where;

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed. (80/20 system) (To be completed by the tenderer) | Means of Verification |
|---|---|--|---|
| 100% Youth owned = 5 points, More than or equal to 51% Youth owned = 3 points, Less than 51% Youth owned = 1 point Maximum of 5 points | 5 | | Copy of Central Suppliers Database |
| 100% Women owned = 5 points, More than or equal to 51% Women owned = 3 points, Less than 51% Women owned = 1 point Maximum of 5 points | 5 | | Copy of Central Suppliers Database |
| 100% Black owned = 5 points, More than or equal to 51% black owned = 3 points, Less than 51% black owned = 1 point, Maximum of 5 points | 5 | | Copy of Central Suppliers Database |
| 100% people with disability owned = 5 points, More than or equal to 51% people with disability owned = 3 points, Less than 51% people with disability owned = 1 point Maximum of 5 points | 5 | | Certified copy of Doctor's Certificate with medical practice number |

Suppliers are required to submit the documents listed in means of verification as per above table for points allocation during preference point system evaluation.

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 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.

Signed

Date

Name

Position

Bidder

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM G: ANNUAL FINANCIAL STATEMENTS DECLARATION (MBD 5.2)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
 internally independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
 enterprise has had its financial statements audited;
 name of auditor
- enterprise is required by law to have an independent review of its financial statements
 name of independent reviewer
- enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge and save where stated otherwise are to the best of my belief both true and correct.

Signed _____ Date _____
 Name _____ Position _____
 Bidder _____

 Consultant

 Witness 1

 Witness 2

 Employer

 Witness 1

 Witness 2

FORM H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item | Question | Yes | No |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | 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: | | |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 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: | | |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM I: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

- 1 This Municipal Bidding Document (MBD) must form part of all Bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging).² Collusive Bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the Bid of any Bidder if that Bidder or any of its Directors has abused the supply chain management system of the Municipality or Municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the Bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when Bids are considered, reasonable steps are taken to prevent any form of Bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the Bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

I, the undersigned, in submitting the accompanying Bid:

BID NUMBER 9/3/1/409 – CALL FOR EXPRESSION OF INTEREST: PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS

(Bid Number and Description)

in response to the invitation for the Bid made by:

BELA-BELA LOCAL MUNICIPALITY

(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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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.

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM J: DECLARATION OF INTEREST (MBD4)

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, hareholder²):.....

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- (iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of Directors of any Municipal entity;
- (c) an official of any Municipality or Municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If Yes, furnish particulars

.....
.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company’s Directors, trustees, managers, Principle shareholders or stakeholders in service of the state?.....YES / NO

3.12.1 If yes, furnish particulars.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

.....

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 ON BEHALF OF BIDDER

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM K: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)

ATTACH ORIGINAL VALID TAX CLEARANCE CERTIFICATE TO THIS PAGE

Original and Valid Tax Clearance Certificate with Tax Compliance Status (SARS Pin) or Declaration by the South African Revenue Services that tax matters of the Tendering company/association or Joint Venture parties are in order 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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM L: MUNICIPAL UTILITY ACCOUNT (MBD 5.3)

DECLARATION BY THE BIDDER

I the undersigned _____, has been
 duly authorized to sign all documents with the Tender for Contract Number _____ on
 behalf of _____
 (referred to herein as "the Bidder")

hereby make a declaration as follows:

1. I declare that the Bidder and /or any of its Director(s) / member(s) does not owe the Municipality, or any other Municipality and/or Municipal entity any amount which is in arrears in respect of any Municipal rates and taxes or Municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the Bid shall be rejected forthwith. All other rights of the Municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

Important: Note the following

- List Account(s) registered either in the name(s) of the Director(s) or the Company the declaration form attached hereto.
- Attach Municipal Utility account(s) of the respective Director(s) not older than three (3) months from date of the Bid or quotation, **OR**,
- Attach Municipal Utility account of Company registered office (if applicable) and In case of leased premises, attach lease agreement and the utility account of leased premises.
- In case of joint ventures – utility account(s) of the various Directors must be attached to the Bid document and or the joint lease agreement should be attached

| UTILITY NUMBER | ACCOUNT | NAME OF MUNICIPALITY | NAME OF OWNER |
|----------------|---------|----------------------|---------------|
| | | | |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| UTILITY NUMBER | ACCOUNT | NAME OF MUNICIPALITY | NAME OF OWNER |
|----------------|---------|----------------------|---------------|
| | | | |
| | | | |
| | | | |

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH AN ORIGINAL OR CERTIFIED COPY OF UTILITY ACCOUNT
(NOT OLDER THAN THREE (3) MONTHS FROM DATE OF TENDER CLOSURE)**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM M: RECORD OF CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE

Bidders are required to complete this record in terms of the Supply Chain Management Regulations issued in terms of the Municipal Finance Management Act of 2003.

Include only those contracts where the Bidder identified in the signature block below was directly contracted by the Employer. Bidders must not include consultancy services provided in terms of a sub-consultancy agreement.

Where contracts were awarded in the name of a joint venture and the Bidder formed part of that joint venture, indicate in the column entitled "Title of the contract for the consultancy service" that it was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the tender.

Complete the record or attach the required information in the prescribed tabulation.

Part A: All consultancy services commenced or completed to an organ of state in the last five years

| # | Organ of state, i.e. national or provincial department, public entity, Municipality or Municipal entity. | Title of contract for the consultancy service | Value of contract for service incl VAT (Rand) | Date completed (State current if not yet completed) |
|----|--|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

[Signature Box]

Consultant

[Signature Box]

Witness 1

[Signature Box]

Witness 2

[Signature Box]

Employer

[Signature Box]

Witness 1

[Signature Box]

Witness 2

Part B: Similar consultancy services provided to an organ of state

The following contracts recorded in Part A provided similar consultancy services to those required in terms of the scope of work to this tender:

- #
- #
- #
- #

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

| | |
|---------------|----------|
| Signed | Date |
| Name | Position |
| <i>Bidder</i> | |
| | |

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|------------|-----------|-----------|----------|-----------|-----------|
| | | | | | |
| Consultant | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

FORM N: EVALUATION SCHEDULE: APPROACH PAPER/ METHODOLOGY (30)

The approach paper **MUST BE ATTACHED** and in response to the scope of work/project design and outline the proposed approach and work plan complete with time frames, and where relevant and appropriate, propose the scope of work and / or modifications to the scope of work.

The approach paper must clearly outline how the following aspects of the project will be carried out and/or achieved:

- i. Project Management process
- ii. Effective Communication and involvement of all key stakeholders
- iii. Inception
- iv. Concept and Viability
- v. Detailed Design Development
- vi. Documentation and Procurement (Specifications and Bid Documents)
- vii. Contract Administration and Inspection
- viii. Compliance to OHS
- ix. Quality Assurance
- x. Close-out
- xi. Operations and Maintenance process

The Bidder must attach his / her approach paper to this page.

The scoring of the approach paper will be as follows:

| Scoring Criteria | Approach paper and methodology | Work plan |
|-----------------------------|--|---|
| Poor (score 0) | The approach paper is not attached (0 Point) | The work plan is not attached. (0 Point) |
| Fair (score 6) | The approach paper does not cover any of the aspects listed above (3 Point) | The work plan is not linked to the scope of work; it is not detailed and does not have time frames. (3 Point) |
| Good (score 16) | The approach paper does not cover ALL aspects listed above (8 Points) | The work plan correlates to the scope of work but without details and clear time frames. (8 Points) |
| Excellent (score 30) | The approach paper covers ALL aspects listed above (15 Points) | The work plan correlates to the scope of work with full details and clearly time frames. (15 Points) |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

| | |
|---------------|----------|
| Signed | Date |
| | _____ |
| Name | Position |
| | _____ |
| <i>Bidder</i> | |
| _____ | |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM O: EVALUATION SCHEDULE: PROPOSED ORGANIZATION AND STAFFING (10)

The Bidder **MUST ATTACH** a proposed structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The Bidder must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

| | |
|---------------------------------|---|
| Poor (score 0) | The organizational chart is not attached |
| Fair (score 3) | The organizational chart does not indicate the technical level/ skills and staff component and there are no tasks and responsibilities to be allocated to personnel/ staff |
| Good (score 5) | The organizational chart clearly indicates the technical level/ skills and staff component but there are no tasks and responsibilities to be allocated to personnel/ staff |
| Excellent (score 10) | The organizational chart clearly indicates the technical level/ skills and staff component. All tasks and responsibilities to be allocated to personnel/ staff are clearly defined. |

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
 Name _____ Position _____
 Bidder _____

Consultant
 Witness 1
 Witness 2
 Employer
 Witness 1
 Witness 2

FORM R: EVALUATION SCHEDULE: EXPERIENCE OF KEY STAFF (30)

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- 2) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the Bidder considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of each key staff member should be attached to this schedule.

The CV should be structured under the following headings:

- 1 Personal details
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

| Scoring Criteria | General qualifications (Greater weighting will be given to the team leader) | ECSA Registration | Adequacy for the assignment (Greater weighting will be given to the team leader) |
|----------------------------------|---|---|---|
| Poor (score 0) | Qualifications are not attached (0 points) | None (0 points) | Curriculum Vitae not attached (0 points) |
| Fair (score 12) | NQF Level 6 qualification: Civil or Electrical or Mechanical Engineering (4 points) | 1 x Professional Registrations for key personnel (4 points) | Key staff have limited levels of engineering experience (1 - 3 years) (4 points) |
| Good (score 18) | NQF Level 7 qualification: Civil or Electrical or Mechanical Engineering (6 points) | 2 x Professional Registrations for key personnel (6 points) | Key staff have reasonable levels of engineering experience (4 - 6 years) (6 points) |

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM S: Evaluation Schedule: Bidder's Experience (30)

The experience of the Bidder as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Bidders should very briefly describe the company experience in this regard and attach it to this schedule. Proof of experience must be attached (***Attach Copies of the Letters of appointment and corresponding letters of reference/completion letter from respective Clients***)

The description should be put in tabular form with the following headings:

| Employer, contact person and telephone number, where available | Description of work (service) | Value of work (i.e. the service provided) inclusive of VAT (Rand) | Date completed |
|--|-------------------------------|---|----------------|
| | | | |
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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Bid No 9/3/1/409

CALL FOR EXPRESSION OF INTEREST:

PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The scoring of the Bidder's experience will be as follows:

| | |
|---------------------------------|------------------------------|
| Poor (score 0) | No documentation attached |
| Fair (score 5) | 1 - 2 similar projects |
| Good (score 15) | 3 - 5 similar projects |
| Excellent (score 30) | 6 and above similar projects |

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Bidder

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BELA-BELA LOCAL MUNICIPALITY



**CALL FOR EXPRESSION OF INTEREST:
PANEL OF THIRTY (30) CONSULTING ENGINEERING FIRMS (20 CIVIL
ENGINEERING, 5 ELECTRICAL ENGINEERING & 5 MECHANICAL
ENGINEERING) FOR THE IMPLEMENTATION OF INFRASTRUCTURE
DEVELOPMENT PROJECTS PLANNED FOR A PERIOD OF THREE (3)
YEARS**

E3: INDICATIVE SCOPE OF WORK

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C3.1 PROJECT DESCRIPTION AND BACKGROUND

The Municipality adopts a three-year capital budget for every financial year as legislated in the Municipal Finance Management Act 56 of 2003, and hereby intends to appoint professional engineering Consultants to shortlist into a database that will be valid for a period of three financial years. These shortlisted Consultants will be invited as and when the project budget becomes available and allocated with projects through the second stage of Bidding with price and preference.

The following are project types to be implemented:

Civil and Structural Engineering

- Water
- Sanitation/ Sewer
- Waste Water Treatment Plants
- Water Treatment Plants
- Roads
- Stormwater
- Municipal and Building Civils
- Structural Buildings

Electrical Engineering:

- Design of Municipal electrical reticulation (MV and LV Distribution)
- Streets, area and sports field lighting
- Green building design and energy management

Mechanical Engineering:

- HV/AC Systems
- Mechanical plant and equipment
- Pumping and Pipeline systems

C3.2 SCOPE OF WORK

Upon the allocation of specific projects to the professional engineering Consultants, the scope of work will include but not limited to the following:

- Establishment of the Project Steering Committee,
- Scoping,
- Preliminary design,
- Detail design,
- Preparation of procurement documents,
- Contract administration,

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Implementation of Occupational Health and Safety requirements,
- Implementation of the project through Labour Intensive Construction requirements where possible,
- Quality control,
- EPWP reporting, and
- General project management

The full scope of service is in accordance with the Engineering Council of South Africa Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000) as follows:

C3.2.1 Inception

This Stage includes the following:

- Assist in developing a clear project brief
- Attend project initiation meetings
- Advise on procurement policy for the project
- Advise on the rights , constraints, consents and approvals
- Define the scope of services and scope of work required
- Conclude the terms of the agreement with the client
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project
- Advise on criteria that could influence the project life cycle cost significantly
- Provide necessary information within the agreed scope of the project to other Consultants

Deliverables will typically include:

- Agreed scope of services and scope of work
- Signed Agreement
- Report on project, site and functional requirements.
- Schedule of required surveys, tests, analysis and other investigation
- Schedule of consents and approvals

C3.2.2 Concept and Viability (Preliminary Design Stage)

This Stage includes the following:

- Agree documentation programme with principal consultant and other Consultants involved (*where applicable*).
- Attend design and Consultants meeting
- Prepare initial concept design and related documentation
- Establish the concept design criteria

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and access the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Coordinate design interface with other Consultants involved.
- Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and life cycle costs as required
- Liaises, co-operate and provide necessary information to the client, principal consultant and other Consultants involved.

Deliverables will typically include:

- Concept Design
- Schedule of required surveys, tests and other investigations and related reports
- Process Design
- Preliminary Design
- Cost Estimates as required

C3.2.3 Design Development (Detailed Design Stage)

This Stage will include the following:

- Review documentation programme with principal consultant and other Consultants involved.
- Attend Consultants design meetings
- Incorporate clients and authorities detailed requirements into the design
- Incorporate the other Consultants design and requirements into the design
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction costs.
- Liaise, co-operate and provide necessary information to the principal consultant and other Consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

Deliverables will typically include:

- Design development drawings
- Outline specifications
- Local and other authority submission drawings and reports
- Detailed estimates of construction costs.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C3.2.4 Documentation

This stage includes the following:

- Attend design and Consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents if necessary to remain within budget.
- Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Assist in calling for tenders
- Assist with the preparation of contract documentation for signature.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction cost.
- Tender documentation.
- Priced contract documentation.

C3.2.5 Contract Administration and Inspection

This stage includes the following:

- Attend site handover.
- Issue construction documentation in accordance documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specification of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed vacations for client decision making.
- Attend regular site, technical and progress meetings.
- Inspect works for conformity to contract documentation.
- Adjudicate and resolve financial claim by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued to the Client.
- Witness and review of all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operations and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arranging for the delivery of all test certificates, including the Electrical Certificates of Compliance, statutory and other approvals, as built drawings and operating manuals.

Typical deliverables will include:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawing register.
- Estimates for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuation for payment certificates.
- Progressive and draft final account(s).
- Practical completion and defects list.
- Electrical Certificate of Compliance.

C3.2.6 Close out.

This Stage includes the following:

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuations and completion certificates.
- Prepare and/or procure operations and maintenance manuals, etc
- Prepare as-built drawings and documentation required by Eskom for Energisation.
- Conclude the final accounts where relevant.

Typical deliverables will include:

- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance manuals, etc

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- As-built drawings and documentation.
- Final accounts.

C3.3 DETAILED DESIGNS

The detailed designs for specific projects on each field of work shall be completed in accordance with the relevant guidelines and standards. The final report, drawings and specifications must be produced and approved by the Municipality before procurement processes for construction work can resume.

C3.4 PROGRAMME AND TIMING

Upon allocation of a project through the second Bidding stage, the Consulting Engineers will have to submit a proposed programme of activities and demonstrate how they aim to achieve completion of the project within a specified period including construction.

C3.5 REPORTING AND PERFORMANCE TRACKING

- Reports must be submitted to the Municipal PMU or the relevant department on a monthly basis or as and when requested to do so as the need may arise.
- Reports must be submitted on the prescribed format to be provided by the Municipality.

C3.6 APPOINTMENT OF SERVICE PROVIDER

Bela-Bela Local Municipality reserves the right to reject or accept any Bid received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

C3.7 FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder of the second stage Bidding process.

END OF CALL FOR EXPRESSION OF INTEREST

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2