



TERMS OF REFERENCES

**VHEMBE DISTRICT MUNICIPALITY
P/BAG X5006
THOHOYANDOU
0950**

**TEL: (015) 960 2000
FAX: (015) 960 1017**

DEPARTMENT OF CORPORATE SERVICES

**PANEL FOR THE SERVICE PROVIDERS OF SKILLS
DEVELOPMENT FOR A PERIOD OF 36 MONTHS**

BID NUMBER: VDM/CORP/08/06/2026/01

NAME OF BIDDER

TOTAL AMOUNT.....

son, Philemon Munyai, and members of his delegation met stolen vehicles and other illicit goods.



Photographed from left are Sgts Hanezani, Mphahuli, forum member Mr. Muriela Tshisikule, Lt Gen Jan Scheepers, and Ntshini Cross Border Crime Watch chairperson and businessman Philemon Munyai. Photo supplied.

the Limpopo River, Munyai

...engagement comes as community structures and police have intensified their cooperation in an area that has for years been used as a route for hijacked and stolen vehicles destined for neighbouring countries, as well as for the smuggling and theft of livestock. Munyai said closer cooperation with the provincial commissioner would strengthen these efforts.

Nwabe Foundation founder Mphahuli said the organs had been running literacy campaigns in different parts of the country, but this was its first campaign in Mthunzi.

"We noticed that there is a lack of interest in reading books and in some communities there are also not enough books available for children," she said.

Glenn Mkhwebho from Little Reddy Daycare said children should first develop strong reading and writing skills in their mother tongue before learning other languages.

"The aim is that children must be able to



VHEMBE District Municipality

Private Bag X5006 • Thohoyandou • 0950 • Tel: 015 960 2000

REQUEST FOR TENDERS/PROPOSALS

BID NUMBER	DESCRIPTION	DOCS AVAILABLE	GRADING	COMPULSARY BRIEFING SESSION	TECHNICAL ENQUIRIES
VDM/Corp/08/06/2026/01	Panel for the service providers of skills development for the period of 36 months (03 years)	21 st September 2026	None	29 th September 2026 at 10h00 at the entrance of Vhembe District Municipality	General Manager, Corporate Services Dr Maputla T.M.D. at 015 960 2000
VDM/Corp/13/07/2026/01	Provision of short-term insurance and risk management services for a period of 36 months	21 st September 2026	None	30 th September 2026 at 10h00 at the entrance of Vhembe District Municipality	General Manager, Corporate Services Dr Maputla T.M.D. at 015 960 2000

BID FEE: R2 216 00 Non-Refundable per document or Freely Downloaded in the Vhembe District Municipality Website
CLOSING DATE: 3rd November 2026 at 12H00

Complete Tender document sealed in an envelope marked the above mentioned bids. Must be deposited in the bid box next to the entrance of Vhembe District Municipality Offices, next to Khononi Hotel (Former Venda Trust Hotel) where in the bids will be opened in public.

The following documents are required and shall form part of the bid. CSD sum may report, tax clearance compliance status letter (or tax clearance compliance number Company Registration Certificate, Proof of Purchase (landed document receipt for only purchased tender documents), Bidders Certified copy of ID Document, Proof that the bidder is a South African citizen, or any of the directors' municipal accounts in their areas (NB: Municipal Clearance not older than three months), or NB: letter from additional authority indicating that they are not paying Municipal rates and taxes and attached financial statements.

Late bid telegraphic e-mails or telefax transmission documents will not be accepted. Vhembe District Municipality reserves the right to accept a tender as a whole or in part and does not bind itself to accept the lowest or any tender.

NB: All service providers/bidders are requested to pre-number and initial their documents before submission. No bid will be accepted from person in the service of the state.

NB: The municipality will validate the required document. If found invalid it will automatically disqualified.

Administrative enquiries can be directed to Supply Chain Practitioners of Vhembe District Municipality at telephone number: 015, 960 2129/2130/2131/2132 & 2133.

DR MAPUTLA T.M.D (ACTING MUNICIPAL MANAGER)

PROCESS FOR SAND GENERAL MINING PERMIT APPLICATION ON THE REMAINING EXTENT OF FARM GREATER GIVAN 891 LT WITHIN GREATER GIVAN LOCAL MUNICIPALITY, MOPIANI DISTRICT MUNICIPALITY, LIMPOPO PROVINCE. DM/PR REF NO: LP30/5/1/3/2/13556 M

Paulus April Consulting (Pty) Ltd (EAP) on behalf of Mahandana Mabidi Investment (Pty) Ltd (Applicant) has lodged an application for Environmental Authorisation in terms of GNR 327 Listing Notice 1, Activity 21, 22 and 27 Promulgated in Terms of Section 24(5) of the National Environmental Management Act (Act 107 of 1998 As Amended). Read Together With Section 16 of the Mineral and Petroleum Resources Development Amendment Act (Act 49 of 2008).

All Interested and Affected Parties (I&APs) are hereby invited to register and comment on the Draft Basic Assessment Report available upon request via email for public review for 30 days commencing period from 18 September 2026 to 30 October 2026. Comments are to be sent in writing to: Paulus April Consulting (Pty) Ltd, paulus.environmental@gmail.com and cc: lunno@paulusapril.co.za, cell: 067 065 8886, 076 443 8024.

NOTIFICATION FOR PUBLIC PARTICIPATION PROCESS FOR SAND GENERAL AND AGGREGATE MINING PERMIT APPLICATION ON THE REMAINING EXTENT OF FARM LOCATE VAN TABAAN 55 LT AND FARM GREATER GIVAN 891 LT WITHIN COLLINS CHABANE LOCAL MUNICIPALITY OF VHEMBE DISTRICT MUNICIPALITY AND GREATER GIVAN LOCAL MUNICIPALITY OF MOPANI DISTRICT MUNICIPALITY IN LIMPOPO PROVINCE. DM/PR REF NO: LP30/5/1/3/2/13556 M

Paulus April Consulting (Pty) Ltd (EAP) on behalf of Phuvavantu Munya Mabidi (Pty) Ltd (Applicant) has lodged an application for Environmental Authorisation in terms of GNR 327 Listing Notice 1, Activity 21, 22 and 27 Promulgated in Terms of Section 24(5) of the National Environmental Management Act (Act 107 of 1998 As Amended). Read Together With Section 16 of the Mineral and Petroleum Resources Development Amendment Act (Act 49 of 2008).

All Interested and Affected Parties (I&APs) are hereby invited to register and comment on the Draft Basic Assessment Report available upon request via email for public review for 30 days commencing period from 18 September 2026 to 30 October 2026. Comments are to be sent in writing to: Paulus April Consulting (Pty) Ltd, paulus.environmental@gmail.com and cc: lunno@paulusapril.co.za, cell: 067 065 8886, 076 443 8024.



Vhembe District Municipality is requesting proposals from suitable qualified training providers for panel of skills development providers for a period of 36 months (3 years).

SPECIFICATION AND TERMS OF REFERENCE

The municipality seeks to contract a panel of potential Skills Development Providers for a period of 36 months (3 years) to provide training to Municipal officials, councilors and relevant stakeholders in our locality as and when required. Relevant skills development providers should assist in various skills needed.

1. BACKGROUND

The municipality recognizes that the quality and level of institutional and individual performance results from applying available capacities. Therefore, Supervisors, Project Managers and Management have a duty to ensure that training and development receive adequate consideration as interventions to improve the skills, knowledge and attitudes of employees, councilors throughout the municipality.

2. PROJECT PURPOSE

- To establish a panel of accredited Skills Development Providers that will provide training services to Municipality for a period of 36 months (3 years).

3. PROJECT SCOPE

- Provision of training to all Officials, Councilors as and when needed in line with Workplace Skills Plan (WSP), including Skills Audit exercise in the following directorates:

Directorate	Functions
Corporate Services	• Human Resources • Administrative Support Services • Public Participation • Information technology
Budget & Treasury	• Revenue Management • Expenditure Management • Financial Planning Services • Accounting Services and Stores • Supply Chain Management
Office of the Municipal Manager	• Internal Audit • IDP & Performance Management • IGR • Legal Services



Technical Services	• Water operations • Waste water operation • Water Quality
Community Services	• Disaster Management • Environmental Management • Fire Services
Local Economic Development	• Planning Services • Local Economic Development • GIS • Tourism

- Skills Development Providers will be expected to provide quotations as and when required for the trainings / services they are accredited for, must have done training in the Municipal Environment, and must have extensive experience in the implementation of the Skills Development Act, Skills Development Levies Act, and National Skills Strategy.
- Skills Development Providers must indicate the relevant Sector Education and Training Authority (SETA) in which they are accredited for. Unit standard number and the National Qualification Framework (NQF) level for each short course provided must be indicated.
- Skills Development Providers must be accredited with the relevant professional bodies and or any relevant SETA being LGSETA, CETA, MICT SETA, SERVICES SETA, ETDPA SETA etc.
- Skills Development Providers specializing in MFMA Courses will also have to be registered with National Treasury on Competency Levels.
- For all NQF aligned courses, accreditation certificate will be required.

4. PROPOSAL/ SUBMISSION REQUIREMENTS

4.1 A Detailed Company Profile

- Including history with a minimum of at least four (4) reference letters from satisfied previous clients that have been serviced in the past, the submission must be on the relevant client's letterhead and signed, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

4.2 Proposed Methodology

Training provider should come up with a sound and workable method for the development of the above.



4.3 Accreditation

- Training providers must be accredited by the relevant Education and Training Authority (SETA) with relevant bodies.
- A copy of accreditation certificate(s), specifically a letter(s) from the SETA(s) specifying the areas of accreditation must be attached to the proposal.
- The service provider must be able to provide a suitable training venue verified by the relevant SETA if necessary.
- Attach qualifications and CV of the Training Facilitator and project team showing at least three (3) years' experience in leading similar projects

5. Evaluation Criteria

Received Responsive bids will be evaluated based on the following:

- Stage 1- Functionality
- Stage 2- Price and Specific Goals

The 80/20 preference system will be used as per SCM policy, where 80 points will be for price and 20 for Specific Goals.

STAGE 1

FUNCTIONALITY

Criteria	Points	Score
Target Goals	40	
Company's Experience & References Points will be allocated per project completed in the relevant field to a maximum of 4 projects Completed= 10 points each - Attach Appointment letter/ Purchase order and Reference letter/Completion Certificate from Public Sector and Registered Parastatal Institution.		
• 1 Reference Letter with Appointment letter/Purchase Order 10 • 2 Reference Letters with Appointment Letter/Purchase Order 20 • 3 Reference Letters with Appointment Letter/Purchase Order 30 • 4 Reference Letters with Appointment Letter/Purchase Order 40		



Training Practitioners- To provide Proof of accredited and experienced Practitioners in the Training programme within period of 3 years CV & Certified Qualifications (Assessor and Moderator - To provide proof of Accreditation as an assessor and moderator with relevant Seta) • Accreditation statement as Facilitator 10 • Accreditation statement as Assessor 10 • Accreditation statement as Moderator 10	30	

Methodology and Approach

Methodology • Introduction 10 • Assessment (Skill Gap) 10 • Implementation 10	30	
Total	100	

NB: Functionality will be scored out of 100 points and Bidders who do not reach 75 points will not be evaluated further.



STAGE 2

6. Points allocation

Preferential Procurement Policy Framework Act points will be awarded as follows:

Price	80
specific Goal	20
Total	100 points

SPECIFIC GOALS 20

Specific goals for 80/20 will be allocated as follows

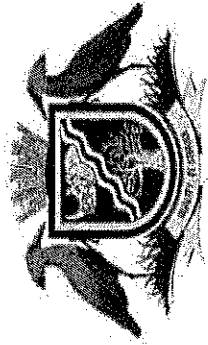
NO	SPECIFIC GOALS	POINT ALLOCATION	VERIFICATION DOCUMENT
1	HDI	10	CSD
2	Locality	4	CSD
3	Youth	02	ID or CSD
4	Women	02	ID or CSD
5	Disability	02	Medical Certificate must be attached

NB: Locality points will be allocated as follows:

04 points within the district

02 points within Limpopo Province

01 point within South Africa (CSD report of the bidder will be used to verify the locality of the bidder)



BILL OF QUANTITY FOR PANEL FOR THE SERVICE PROVIDERS SKILLS DEVELOPMENT

TECHNICAL SERVICES INTERVENTIONS

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 03
1	National Certificate: Water and Wastewater Treatment Process Operation	58951	Level: 2-4	Learnership			
2	Occupational Certificate: Electrician	91761	Level :4-5	Learnership			
3	Occupational Certificate: Plumber	91782	Level :4-5	Learnership			
4	Mechanical Fitter qualifications	Various code	Level: 4-5	Learnership			
5	National Certificate: Water Reticulation Services	23689	Level: 2-3	Learnership			
6	National Diploma: Analytical Chemistry	30850	Level :4-6	National diploma			

7	National Certificate: Water and Wastewater Treatment	58951	Level :4-6	National certificate			
8	Borehole Repair Course	121887	Level:1-2	Skills programme			
9	Chlorine Handling	365259	Level :1-2	Skills Programme			
10	Dozing Chlorine	1160508	Level :1-2	Skills Programme			
11	Meter Reader Skills	25405	Level :1-2	Skills programme			
12	Occupational Certificate: Diesel Mechanic	97592	Level: 4	Learnership			

CORPORATE SERVICES INTERVENTIONS

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 03
1	National Certificate: Human Resource Management	49692	LEVEL 5-7	National Diploma (Certificate in HR Management (Benefits Administration) Payroll Administration & Tax (SARS Compliance))			

						• Employee Benefits & Compensation Management • Pension Fund Administration)					
2	Conduct Recruitment and Selection processes	12140	Level:4-5	▪ Recruitment & Selection Best Practices. ▪ Interviewing Skills & Competency-Based Interviews. ▪ Employment Equity in Recruitment. ▪ HR Policy Implementation.	Learnership						
3	National Certificate: OD Practice	various unit standards	Level :4-5	▪ Performance Management Systems (PMS) . ▪ Change Management ▪ Organizational Design & Job Evaluation. ▪ Skills Development	Learnership						

					Facilitation (SDF Training).			
4	Apply Occupational Health and Safety	259639,	Level:2-3	▪ Skills programme OHS Act & Compliance Training SHE Representative Training. ▪ Risk Assessment & Incident Investigation ▪ First Aid & Fire Fighting				
5	Labour Relations Practice	aligned with HR qualifications)	Level:2-3	Learnership ▪ Labor Law in South Africa. ▪ Disciplinary Procedures & Hearings. ▪ Conflict Management & Dispute Resolution ▪ CCMA Case Preparation.				

6	National Certificate: IT End User Computing	61591	Level 2-6	Learnership ▪ End User Computing Network. ▪ Administration Cybersecurity Awareness. ▪ ICT Governance (COBIT, ITIL basics). ▪ SharePoint Administrator ▪ Office 365 Administration			
7	National Certificate: Records Management	Various unit standard	Level:2-6	Learnership & • Records Archives Management • Electronic Document Management Systems (EDMS) • POPIA Compliance (Information Management) ▪ Filing Systems & Registry			

8	Facilitate Learning Using a Variety of Methods Assessor Training/Moderator	117871 115753	Level:5 Level:5	Learnership • Skills Development Facilitator (SDF) Programme • Workplace Skills Plan (WSP) & ATR Compilation • Training Needs Analysis • Facilitation & Assessor Training			
9	Fleet Administration & Management	Various code	Level:4-5	Learnership • Fleet Management & Administration • Vehicle Tracking Systems (Telematics) • Fuel Management & Cost Control • Fleet Policy Development & Compliance			

10	National certificate public Administrator	50060		Level 05	Learnership			
11	Certificate in computer literacy (Excel ,PowerPoint,	61591		Level :4	Learnership			
12	National Certificate: Generic Management(customer service, client relations, and communication)	67465		Level :4	Skills program			
13	Develop and implement a wellness management strategy and programme	114206		Level: 5	Learnership			
14	Certificate Performance management	252037		Level: 5	Learnership			
15	Assessor and Moderator course	115753		Level 6	learnership			

BUDGET AND TREASURY DEPARTMENT

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 03
	Certificate in Municipal Financial Management	48965	Level:5	Learnership			
	National Certificate: Bookkeeping	58394	Level:3	Skills programme			
	Apply Supply Chain Management principles	336740	Level: 5	Learnership			
	Asset & Expenditure Finance Control (Apply municipal asset management principles, Monitor and control municipal expenditure	116358/116341	Level: 5	Learnership			
	Certificate Asset Management	116358)	Level: 5	Learnership			

URBAN AND REGIONAL PLANNING

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 03
1	Certificate GIS in Planning	116362	Level: 5	Learnership			
2	IDP Planning	116359	Level: 5	Learnership			
3	Spatial Planning & Land Use	116373	Level: 5	Learnership			
4	Workplace Safety for Tractor Operators	116204	Level: 2-3	Learnership			
5	National Certificate: Plant Production	49009	Level: 4	Learnership			
6	National Certificate: Local Economic Development (LED)	50334	Level: 5	Learnership			
7	National Certificate: Tourism Guiding	60209	Level: 4	Learnership			

COMMUNITY SERVICES

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE VAT Exclusive PER EACH LEARNER YEAR 03
1	Fire and Evacuation Marshal	259597	Level: 2	SKILLS programme			
2	Certificate Municipal Disaster Management	377017	Level:6	Learnership			
3	FET Certificate: Environmental Practice	50309	Level: 4	Learnership			
4	Environmental Health Skills	252039	Level:05	Learnership			
5	HIV & AIDS	13915/13203	Level:5	Learnership			
6	Fire prevention	12484	Level:2	Skills programme			
7	Hazmat technician	115223	Level:4	Learnership			
8	Advance driving	377201		Skills programme			

MANAGER AND EXECUTIVE MAYOR

No	Name of learning programme	SAQA CODE	NQF	SKILLS PROGRAMME QUALIFICATION	UNIT PRICE/VAT Exclusive PER EACH LEARNER YEAR 01	UNIT PRICE/VAT Exclusive PER EACH LEARNER YEAR 02	UNIT PRICE/VAT Exclusive PER EACH LEARNER YEAR 03
1	Certificates Monitoring and evaluation	252037	Level: 5	Learnership			
2	Municipal Legal Compliance National Certificate: Generic Managemme	67465	Level: 4	Learnership			
3	Labour Law & HR Legal Training	15227	Level: 5	Learnership			
4	Public Administration Law	57804	Level: 3	Learnership			
5	Intergovernmental Relations & Governance Practice	116355	Level: 5	Learnership			
6	Public Sector Coordination & Communication	119472	Level: 4	Learnership			
7	Communication Skills	119472	Level: 4	Skills programme			
8	Council & Committee Communication	13934/ 110009	Level: 4	Skills programme			
9	National Certificate: Security Officer	58577	Level: 3	Learnership			

10	Law Enforcement / Peace Officer Support (Municipal)	49103	Level: 4	Learnership			
11	Security Management & Supervision	67465	Level: 4	Learnership			
12	Defensive / Advanced Driving Skills	242974	Level: 3	Skills programme			
13	Safety & Road Risk Management	259622	Level:2 2	Skills programme			
14	Municipal Fleet Safety & Compliance	116341	Level:	Learnership			
15				Sub Total			
				Vat 15%			
				Grand Total			

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER:

CLOSING DATE:

CLOSING TIME:

DESCRIPTION:

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

OLD PARLIAMENT BUILDING
VHEMBE DISTRICT MUNICIPALITY
THOHOYANDOU
0950

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

OLD PARLIAMENT BUILDING, NEXT TO THE ENTRANCE OF VHEMBE DISTRICT MUNICIPALITY
THOHOYANDOU
DENGAMPHIGALALE STREET
0950

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

The bid box is generally open 24 hours a day, 7 days a week.

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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

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

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

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

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE.....

NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)
YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)
YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

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

☐

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

☐

A REGISTERED AUDITOR

☐

(Tick applicable box)

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

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

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: **VHEMBE DISTRICT MUNICIPALITY**

Department: **BUDGET AND TREASURY**

Contact Person: **SUPPLY CHAIN PRACTITIONERS**

Tel: 015 960 2130/2131/2132

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel: 015 960 2000

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

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

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

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

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	--

- Required by:
- At:
.....
- Brand and Model
.....
- Country of Origin
.....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/Not firm
- Delivery basis

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

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....

Bid number:

Closing Time :

Closing Date:

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

ITEM NO. ** (ALL APPLICABLE TAXES INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
--	----------	-------------	---------------------------

- Required by:.....

- At:.....

- Brand and model

- Country of origin.....

- Does the offer comply with the specification(s)?

*YES/NO

- If not to specification, indicate deviation(s).....

- Period required for delivery

- Delivery:

*Firm/Not firm

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

A NON-FIRM PRICES SUBJECT TO ESCALATION

- $$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- Index..... Dated..... Index..... Dated..... Index..... Dated.....

- [illegible]

MBD 3.2

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

MBD 4

DECLARATION OF INTEREST

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....
.....

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

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

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

3.11.1 If yes, furnish particulars
.....
.....

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

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

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

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

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

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

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender)

- a) The applicable preference point system for this tender is the 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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state) HDI=10	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI				
Locality				
Youth				
Women				
Disability				

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- | | |
|---|--|
| x | is the imported content in Rand |
| y | is the bid price in Rand excluding value added tax (VAT) |

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. Definitions

- 2.1. **"bid"** includes written price quotations; advertised competitive bids or proposals;
- 2.2. **"bid price"** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **"designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **"duly sign"** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **"imported content"** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **"local content"** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **"stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

4. Does any portion of the services, works or goods offered have any imported content?
(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011;
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the

Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM.....

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) **Vhembe District Municipality** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Specific goals
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the
rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution) **VHEMBE DISTRICT MUNICIPALITY** in accordance with the requirements stipulated in (bid number) at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE SELLER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

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 ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

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.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

in response to the invitation for the bid made by: **VHEMBE DISTRICT MUNICIPALITY**

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,
 - (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

MBD 9

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder