

# BELA-BELA LOCAL MUNICIPALITY



## BID DOCUMENT

**BID NO: 9/3/1/413**

**CALL FOR EXPRESSION OF INTEREST:  
PANEL OF TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN  
TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND  
ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**CLOSING DATE: 22 AUGUST 2025**

**CLOSING TIME: 12:00PM**

<b>TECHNICAL ENQUIRIES</b>	<b>BIDDING RELATED ENQUIRIES</b>
<b>DIVISIONAL MANAGER: TOWN PLANNING</b> <b>Ms. Mmabatho Manzini</b>  <b>BELA-BELA LOCAL MUNICIPALITY</b> Private Bag X1609 <b>BELA-BELA</b> 0480  Tel : (014) 736 8000 Fax: (014) 736 3288	<b>DIVISIONAL MANAGER: SUPPLY CHAIN MANAGEMENT</b> <b>Ms. Makgobela Ketlana</b>  <b>BELA-BELA LOCAL MUNICIPALITY</b> Private Bag X1609 <b>BELA-BELA</b> 0480  Tel : (014) 736 8000 Fax: (014) 736 3288

**NAME OF BIDDER (BIDDING ENTITY) : .....**

**EMAIL ADDRESS : .....**

**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 Bid 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 Bid No. \_\_\_\_\_ for the provision of professional services for panel of consulting town planners, architectural and economist/development planners 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): \_\_\_\_\_

\_\_\_\_\_

Consultant

\_\_\_\_\_

Witness 1

\_\_\_\_\_

Witness 2

\_\_\_\_\_

Employer

\_\_\_\_\_

Witness 1

\_\_\_\_\_

Witness 2

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

Field	Area of Expertise	<i>(tick where appropriate)</i>
<b>Built Environment Field</b>	Town Planning	
	Land Surveying	
	Architecture	
	Environmental Management	
<b>Socio-Economic Development Field</b>	Development Planning	
	Economics	

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	

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<b>CONTACT DETAILS</b>	Address: Tel: Fax: e-mail:
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**1.3 CONTACT PERSON (if different from 1 .2)**

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

# BELA-BELA LOCAL MUNICIPALITY



**CALL FOR EXPRESSION OF INTEREST:  
PANEL OF TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN  
TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND  
ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

Consultant

Witness 1

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Employer

Witness 1

Witness 2

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E3	<b>Background and work expectation</b>

Consultant

Witness 1

Witness 2

Employer

Witness 1

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A bid not complying with the peremptory requirements stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected.

“**Acceptable Bid**” means any bid which, in all respects, complies with the conditions of Bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act, revised Preferential Procurement Regulations and related legislations:

1. Submit bid in the correct bid box.
2. Submit bid before closing date and time.
3. All bids must be completed and submitted on the official forms provided by the municipality not to be re-typed or online and must remain valid for 90 days after closing date of tender submission.
4. Complete all Forms/Schedules in black ink. Incorrectly and not fully completed forms will result in disqualification. Do not use pencils or correction fluid to make corrections.
5. 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.
6. Do not remove pages from the bid document. Do not take the document apart or remove any pages.
7. Ensure that witnesses sign where required.
8. Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director’s resolution on company letterhead. In the case of the Joint venture, such documents must be attached for all parties.
9. Only the person authorised to do so may sign the bid offer.
10. Attach a copy of a signed Joint Venture agreement (if applicable)
11. Submit company registration documents. In the case of the Joint venture, such documents must be attached for all parties.
12. Submit certified copies of identity documents for the director (s) of the company.
13. 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.
14. The Form of Offer must be completed and signed by the authorised signatory.
15. Submit proof of registration on the **Central Supplier Database** (CSD) of the National Treasury. 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

16. 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.

If the leased property municipal account is not attached , 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, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted.

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.

a) Furthermore, the bid will be considered as not acceptable if:

1. The bidder attempts to influence or has in fact influenced the evaluation of the bid and/or the awarding of the contract.
2. 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.
3. 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.
4. The bidder has abused the Bela-Bela LM's Supply Chain Management System.
5. 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.
6. 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
  - c) Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
7. The bidder may only submit a bid on the original documentation provided by the Bela-Bela LM.
8. The Bidder cannot submit more than one bid for the same project.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

9. Bids containing any one or more of the following errors or omissions **will not be rejected**, provided that when the bid is awarded to such a bidder, the error or omission is corrected:
- Failure to initial each page of the bid document.

**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, Consultant, Agency, 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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TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
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ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

## **E1: SUBMISSION PROCEDURE**

Consultant

Witness 1

Witness 2

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 TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN TOWN PLANNING,  
LAND SURVEYING, ARCHITECTURE, ENVIRONMENTAL MANAGEMENT, DEVELOPMENT  
PLANNING AND ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
- STAGE ONE -**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

TENDER NUMBER	DESCRIPTION	EVALUATION CRITERIA	PRICE PER DOCUMENT (Non-Refundable)	CONTACT PERSON	CLOSING DATE AND TIME
9/1/3/413	CALL FOR EXPRESSION OF INTEREST: PANEL OF TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN TOWN PLANNING, LAND SURVEYING, ARCHITECTURE, ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS	<p><b>Stage 1:</b></p> <ul style="list-style-type: none"> <li>Administrative compliance</li> <li>Functionality</li> </ul> <p><b>Stage 2 (As and when required):</b></p> <ul style="list-style-type: none"> <li>80/20</li> <li>80- Price</li> <li>20 – Specific Goals</li> </ul>	R 450.00 or downloadable for free on e-tender portal	Ms. M Manzini Tel: 014 736 8000 E-mail : <a href="mailto:Manzinim@belabela.gov.za">Manzinim@belabela.gov.za</a>	22 August 2025 at 12:00pm
<p><b>Documents are available from:</b> Records Offices 1st floor Room F58 59 Chris Hani Drive Bela-Bela, 0480</p>		<p><b>All Bids must be submitted at:</b> Bela-Bela Local Municipality In the Tender Box placed at the Records Office Room F58 Chris Hani Drive Bela-Bela, 0480</p>			
<p><b>All Supply Chain Management (SCM) queries must be directed to:</b> Ms. K.J Makgobela Tel: (014) 736 8082 e-mail: <a href="mailto:MakgobelaKJ@belabela.gov.za">MakgobelaKJ@belabela.gov.za</a></p>					

**Minimum Requirements:**

- (a) Company registration document (CK). Where applicable, share Certificate and shareholding information (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
- (b) 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.
- (c) CSD report of the National Treasury. 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

- (d) 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.
- (e) Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director’s resolution. In the case of the Joint venture, such documents must be attached for all parties.
- (f) 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. If the leased property municipal account is not attached , 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, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted. 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.
- (g) Attach a copy of a signed Joint Venture agreement (if applicable).
- (h) MBD forms (to be completed on the tender document)
- (i) Form of offer and acceptance (to be completed on the tender document)
- (j) Bids received will be evaluated in terms of the 80/20 Price/Specific goals as prescribed in the amended Preferential Procurement Policy Framework Act (No 5 of 2000).

<b>Category of persons</b>	100% Youth owned = 5 points, more than 51% Youth owned =3 points, less than 51% Youth in shareholding = 1 point, Maximum points of 5 points
<b>Gender</b>	100% Women owned = 5 points, more than 51% Women owned = 3 points, less than 51 % Women owned = 1 point, Maximum points of 5 points
<b>Race</b>	100% Black owned = 5 points, more than 51% black owned = 3 points, less 51 % youth owned = 1 point, Maximum points of 5 points
<b>Disability</b>	100% people with disability owned = 5 points, more than 51% people with disability owned = 3 points, less 51% people with disability owned = 1 point Maximum points of 5 points

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**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.

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**Mr. TG RAMAGAGA**  
**MUNICIPAL MANAGER**

**Notice Number: 72/25**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Interested companies are invited to submit Expression of Interest (EOI) for the provision of specialists in town planning, land surveying, architecture, environmental management, development planning and economists, for a period of thirty-six (36) months. The scope of work for these services will be executed in accordance with the agreement to be entered to between the Municipality and the preferred service provider(s). The companies are expected to demonstrate their technical and strategic capabilities and experience in the following areas of expertise:

Field	Service or Expertise	Maximum No. of Firms or Individuals	Period	
<b>1. Built Environment Field</b>	Town Planning	04		
	Land Surveying	03		
	Architecture	03		
	Environmental Management	04		
<b>2. Socio-Economic Development</b>	Development Planning	03		
	Economics	03		
<b>Total</b>		<b>20</b>		<b>36 Months</b>

The EOI bid documents will only be available from 18 July 2025 and may be obtained from Bela Bela Local Municipality at the Records Office 1<sup>st</sup> 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 or **downloadable for free on e-tender portal**. Only cash is to be made payable to **Bela-Bela Local Municipality**. No tender documents will be sold beyond the closing date.

**There is no compulsory briefing meeting** and in compliance with governing regulations, however enquiries relating to the tender can be directed to Ms M Manzini on (014) 736 8000 and [Manzinim@belabela.gov.za](mailto:Manzinim@belabela.gov.za)

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

**“Tender Number: 9/3/1/413**

**CALL FOR EXPRESSION OF INTEREST:  
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IN TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND  
ECONOMISTS, 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 1<sup>st</sup> Floor, Room F58, 59 Chris Hani Drive, Bela Bela**, No later than **12:00pm** on the **22/08/2025**. 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 the tender document.

Successful Bidders shall form part of the Bela Bela Local Municipality Panel of Twenty (20) consultants for the provision of the listed services for a period of three (3) years, enlisted in order of the highest scores and to a limited number as indicated per field/area of expertise. Bidders who qualified to be on the panel will be invited for second stage bidding process for compliance, price and preference points for projects as and when required. The bidder that scored the highest number of points on PPPFA 90/10 or 80/20 preference point system will be awarded.

Bela Bela Local Municipality reserves the right to appoint shortlisted companies or individuals within the validity period of the panel of consultants.

**All Technical enquiries are to be directed to MS M. Manzini on (014) 736 8000**

***THE MUNICIPALITY RESERVES THE RIGHT TO NEGOTIATE FURTHER CONDITIONS AND REQUIREMENTS WITH A SUCCESSFUL BIDDER IN COMPLIANCE WITH MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS AND HAVE THE RIGHT NOT TO APPOINT.***

**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 South African regulatory bodies for professional affiliation and applicable guidelines for service fee pricing.

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><b>Part E.1: Submission procedures</b>                      E.1.1 Invitation and notice for submissions of expressions of interest                      E.1.2 Submission data</p> <p><b>Part E.2: Returnable documents</b>                      E.2.1 List of returnable documents                      E.2.2 Submission schedules</p> <p><b>Part E.3 Indicative scope of work</b>                      E.3 Indicative scope of work</p>

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<p>H.2.1</p>	<p>Only those respondents who satisfy the following eligibility criteria are eligible to submit expressions of interest:</p> <p>1. The companies who have capabilities and experience in the following areas of expertise:</p> <table border="1" data-bbox="415 438 1469 701"> <thead> <tr> <th>Field</th> <th>Service or Expertise</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1.1. Built Environment</td> <td>Town Planning</td> </tr> <tr> <td>Land Surveying</td> </tr> <tr> <td>Architecture</td> </tr> <tr> <td>Environmental Management</td> </tr> <tr> <td rowspan="2">1.2. Socio-Economic Development</td> <td>Development Planning</td> </tr> <tr> <td>Economics</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>2. Companies must have staff registered with relevant professional regulatory bodies of their field where required.</p>	Field	Service or Expertise	1.1. Built Environment	Town Planning	Land Surveying	Architecture	Environmental Management	1.2. Socio-Economic Development	Development Planning	Economics		
Field	Service or Expertise												
1.1. Built Environment	Town Planning												
	Land Surveying												
	Architecture												
	Environmental Management												
1.2. Socio-Economic Development	Development Planning												
	Economics												
	<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>												
<p>H.2.7</p>	<p>The employer’s address for delivery of submissions and identification details to be shown on each submission package are:</p> <p><b>Location of tender box:</b> Bela Bela Local Municipality, Records Office F58</p> <p><b>Physical Address:</b> 59 Chris Hani Drive, Bela Bela, 0480.</p> <p><b>Identification details:</b> “Tender Number: 9/3/1/413 call for expression of interest: Panel of twenty (20) consulting companies specialists in town planning, land surveying, architecture, environmental management, development planning and economists, for a period of thirty-six (36) months.</p>												
<p>H.2.9</p>	<p>The closing time for submissions is as stated in the Notice and Invitation to Submit an Expression of Interest.</p>												
<p>H.2.9</p>	<p>Telephonic, telegraphic, telex, facsimile or e-mailed submissions offers will not be accepted.</p>												

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<p>H.3.9</p>	<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"> <li>• Administrative compliance and functionality</li> </ul> <p>Successful Bidders on stage 1 will be enlisted in the Panel of Panel of Twenty (20) Consulting Companies Specialists in town planning, land surveying, architecture, environmental management, development planning and economists, Bidders who qualified to be on the panel will be invited for second stage bidding process for compliance, price and preference points for projects as and when required. The bidder that scored the highest number of points on PPPFA 90/10 or 80/20 preference point system will be awarded.</p>
<p>H.3.10</p>	<p>All Bidders who submit responsive submissions must satisfy the following:</p> <ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>a) submit a valid Tax Clearance verification pin issued by the South African Revenue Services;</li> <li>b) the bidder is not in arrears for more than 03 months with municipal rates and taxes and municipal service charges;</li> <li>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;</li> <li>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;</li> <li>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</li> </ol> </li> <li>2. In the opinion of the Employer demonstrate that they possess the necessary professional and technical qualifications and skills, competence, financial resources, tools and other systems, managerial capability, reliability, experience and reputation, expertise and the personnel to perform the services;</li> </ol>

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<p>2. The quality criteria that are to be scored and the maximum score assigned to each criteria are as follows:</p>			
Field	Expertise/Sub-field	Quality criteria	Requirement
1. <b>Built Environment</b>	Town Planning, Land Surveying, Architecture, Environmental Management,	Functionality (Competency)	Experience (Staff and Company)
			Professional Affiliation
			Personnel Qualification
			Organizational Staffing
		Traceable references	
		Approach paper which responds to any related service (that may be assigned to a preferred bidder) e.g a proposed project plan for a project to be undertaken within a period of 3 months	Sound Proposal
<b>Total</b>			
2. <b>Socio-Economic Development</b>	Development Planning, Economists,	Functionality (Competency)	Experience (Staff and Company)
			Personnel Qualification
			Professional Affiliation
			Organizational Staffing
		Traceable references	
		Approach paper which responds to any related service (that may be assigned to a preferred bidder) e.g a proposed project plan for a project to be undertaken within a period of 3 months	Sound Proposal
<b>Total</b>			
<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"> <li>• Evaluation Schedule: Approach Paper (Proposed Project Plan)</li> <li>• Evaluation Schedule: Proposed Organization Staffing (Technical Capacity)</li> <li>• Evaluation Schedule: Professional Affiliation (Where applicable)</li> <li>• Evaluation Schedule: Experience of the Key Staff</li> <li>• Evaluation Schedule: Bidder's Experience (Company Experience)</li> </ul> <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 <b>70 points</b> and will thereby qualify bidders to be enlisted in the Panel of Twenty (20) Consulting Companies Specialists in town planning, land surveying, architecture, environmental management, development planning and economists, and will therefore be shortlisted according to the order of the highest scorers.</p>			

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

	<p>The additional conditions of submission are:</p> <ol style="list-style-type: none"> <li>1. Successful Bidders on stage one (1) will be loaded on the Municipal Database system which will select companies fairly and to allow competitive price bidding for various projects in the second stage.</li> <li>2. Bidders who qualified to be on the panel will be invited for second stage bidding process for compliance, price and preference points for projects as and when required. The bidder that scored the highest number of points on PPPFA 90/10 or 80/20 preference point system will be awarded.</li> </ol>
--	--

**Annex H**  
(normative)

**Standard Conditions for the calling for Expressions of Interest**

**Note:** 1 All Conditions for the expression of interests will be drawn from the different professional regulatory bodies and code of conducts, e.g Town Planning (SACPLAN), Land Surveying (SAGC), etc (where applicable)

**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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 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.

### 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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 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

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, as 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. No clarification meeting will be held for this tender.

### 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 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.2.8 Closing time

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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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.2.9 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**

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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

### 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 TWENTY (20) CONSULTING COMPANIES SPECIALISTS  
IN TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND  
ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**E2: RETURNABLE DOCUMENTS**

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## E2.1 List of Returnable Documents

### 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 the case of the Joint venture, such documents must be attached for all parties.
- (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) 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. 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.
- (vii) Attach a copy of a signed Joint Venture agreement (if applicable).
- (viii) 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 further on Functionality

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
Form E	AUTHORITY OF SIGNATORY
Form F	PREFERENCING SCHEDULE: BROAD BASED BLACK ECONOMIC EMPOWERMENT STATUS
Form G	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
Form H	CERTIFICATE OF INDEPENDENT BID DETERMINATION
Form I	DECLARATION OF INTEREST
Form J	DECLARATION OF GOOD STANDING REGARDING TAX
Form K	FINANCIAL REFERENCES /BIDDER'S CREDIT RATING AND BANK DETAILS
Form L	MUNICIPALITY UTILITY ACCOUNT
Form M	RECORD OF CONSULTANCY SERVICES PROVIDED IN THE PAST

**3. Other documents required for tender evaluation purposes**

Form N	EVALUATION SCHEDULE: APPROACH PAPER (PROPOSED PROJECT PLAN)
Form O	EVALUATION SCHEDULE: EXPERIENCE OF KEY PERSONNEL
Form P	EVALUATION SCHEDULE: BIDDER'S /COMPANY EXPERIENCE

**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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 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:

	<b>Date</b>	<b>Title or Details</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		

***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 item	or	Proposal

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

*Bidder* \_\_\_\_\_

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**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.

**Section 1: Enterprise Details**

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

**Section 2: Particulars of companies and close corporations**

<b>Company / Close Corporation registration number</b>	
--	--

**Section 3: SARS Information**

<b>Tax reference number</b>	
<b>VAT registration number:</b>	

*State Not Registered if not registered for VAT*

**Section 4: Professional Affiliation registration number**

<b>Registration number (if applicable)</b>	
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**Section 5: National Treasury Central Supplier Database**

<b>Supplier number</b>	
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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

**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).

Full name of principal	Identity number	Personal tax reference number

\* 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:

- |  |  |
|--|--|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |  |

**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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**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

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 contract 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)

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**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:

- 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](http://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

Name \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_  
Enterprise name \_\_\_\_\_  
\_\_\_\_\_



Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2

**NOTE 1:** Tenderers must 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 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**

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**

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	
<b>Cell no:</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

**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.

Consultant

Witness 1

Witness 2

Employer

Witness 1

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 (NOT APPLICABLE)**

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  %

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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:

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

Number .....and any Contract which may arise there

from on behalf of .....

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 AUTHORISED 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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	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

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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:

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

Consultant

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Witness 2

**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:

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

Where;

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = 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

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**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) <i>(To be completed by the organ of state)</i>	Number of points claimed. (80/20 system) <i>(To be completed by the tenderer) (tick the appropriate box)</i>	Means of Verification
100% Youth owned = 5 points,	<b>5 points</b>		<b>Copy of Central Suppliers Database full report</b>
More than or equal to 51% Youth owned = 3 points,	<b>3 points</b>		
Less than 51% Youth shareholding = 1 point	<b>1 point</b>		
<b>Maximum of 5 points</b>			
100% Women owned = 5 points,	<b>5 points</b>		<b>Copy of Central Suppliers Database full report</b>
More than or equal to 51% Women owned = 3 points,	<b>3 points</b>		
Less than 51% Women owned = 1 point	<b>1 point</b>		
<b>Maximum of 5 points</b>			
100% Black owned = 5 points,	<b>5 points</b>		<b>Copy of Central Suppliers Database full report</b>
More than or equal to 51% black owned = 3 points,	<b>3 points</b>		
Less than 51% black owned = 1 point,	<b>1 point</b>		
<b>Maximum of 5 points</b>			
100% people with disability owned = 5 points,	<b>5 points</b>		<b>Certified copy of Doctor's Certificate with medical practice number</b>
More than or equal to 51% people with disability owned = 3 points,	<b>3 points</b>		
Less than 51% people with disability owned = 1 point	<b>1 point</b>		
<b>Maximum of 5 points</b>			

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
- Personal Liability Company
- (Pty) Limited

Consultant

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Witness 2

Employer

Witness 1

Witness 2

- 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*

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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM G: 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	<p>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?</p> <p>(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).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM H: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)**

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

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

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**BID NUMBER** 9/3/1/413: PANEL OF TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN TOWN PLANNING, LAND SURVEYING, ARCHITECTURE, ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND ECONOMISTS, 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

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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

\_\_\_\_\_  
Witness 2

communication between partners in a joint venture or consortium 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 or rates;
  - (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 I: DECLARATION OF INTEREST (MBD4)**

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars.....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

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

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

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

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

3.9.1 If Yes, furnish particulars

.....  
.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

Consultant	Witness 1	Witness 2	Employer	Witness 1	Witness 2

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 ON BEHALF OF BIDDER

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

**ATTACH VALID TAX CLEARANCE VERIFICATION PIN TO THIS PAGE**

Valid Tax Clearance Verification 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 a valid Tax Clearance Certificate will result in the invalidation of the bid.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM K: MUNICIPAL UTILITY ACCOUNT**

**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**

- Attach 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. If the leased property municipal account is not attached, 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, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted. 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.

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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

\_\_\_\_\_

Witness 2

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER

SIGNED ON BEHALF OF THE COMPANY

\_\_\_\_\_

IN HIS/HER CAPACITY AS

\_\_\_\_\_

DATE

\_\_\_\_\_

FULL NAMES OF SIGNATORY

\_\_\_\_\_

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH A 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 L: 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.				

Consultant

Witness 1

Witness 2

Employer

Witness 1

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>	_____		_____
<hr/>			

<input type="text"/>					
Consultant	Witness 1	Witness 2	Employer	Witness 1	Witness 2

**FORM M: EVALUATION SCHEDULE: APPROACH PAPER (PROPOSED PROJECT PLAN)**

The approach paper **MUST BE ATTACHED** and in response to an example of scope of work to be complete within particular time frame, and where relevant and appropriate, propose a project plan for a particular work or service in your approach paper within the field your bidding for.

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

- i. Project understanding and requirement
- ii. Project management
- iii. Effective communication and involvement of key stakeholders
- iv. Inception
- v. Concept and viability
- vi. Quality assurance
- vii. Cash flow (where Applicable)
- viii. Close-out

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 (Proposed Project Plan)	Points (Max 30)
Poor	The approach paper is not attached	0
Fair	The approach paper is attached but covers at least 1 to 3 aspects listed above	10
Good	The approach paper is attached but covers at least 4 to 6 aspects listed above	20
Excellent	The approach paper is attached and covers <b>ALL</b> aspects listed above	30
<b>Total Points</b>		<b>30</b>

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 \_\_\_\_\_

*Bidder* \_\_\_\_\_

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM P: EVALUATION SCHEDULE: EXPERIENCE OF KEY STAFF**

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 experience), level of education and training and positions held by each key staff member / expert member.
- 2) The education, training and experience of the key staff members / experts, in the specific area, etc which is directly linked to the field.
- 3) The key staff members' / experts' knowledge and skills on issues which the Bidder considers pertinent to the project e.g. strategy development, feasibility study, planning system requirements etc.

Town Planning  
Land Surveying  
Architecture  
Environmental Management  
Development Planning  
Economics

***A Curriculum Vitae (CV) with certified copies Identity Document and Qualifications, copy of membership affiliation with regulatory body of each key staff member. The CV should include the following headings:***

- 1) Personal particulars
- 2) Qualifications (Degrees, Diplomas, etc) including post graduate qualifications if applicable
- 3) Membership Affiliation with relevant regulatory body i.e professional registrations clearly indicating the category registered for e.g Candidate or Professional)
- 4) Name of current employer and position in company
- 5) Previous professional experience in the field or related field
- 6) Traceable references from previous and current employers

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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

Scoring Criteria	Qualification's Requirements	Professional Body Affiliation or Registration	Adequacy for the assignment	Point (Max 30)
<b>Poor</b>	Qualifications are not attached	None	Curriculum Vitae not attached	0
<b>Fair</b>	NQF Level 6 ( <i>Town Planner, Land Surveyor, Architecture, Environmental management, Development Planning and Economist</i> )	1 Candidate Registrations for key personnel	Key staff have limited levels of experience (1 - 2 year)	10
<b>Good</b>	NQF Level 7 (Town Planner, Land Surveyor, Architecture, Environmental management, Development Planning and Economist)	2 Professional Registrations for key personnel	Key staff have reasonable levels of experience (2 - 5 years)	20
<b>Excellent</b>	NQF Level 8 or more ( <i>Town Planner, Land Surveyor, Architecture, Environmental management, Development Planning and Economist</i> )	3 and more Professional Registrations for key personnel	Key staff have outstanding levels of experience (6 and above years)	30
<b>Total Points</b>				<b>30</b>

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

*Bidder*




Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM O: EVALUATION SCHEDULE: BIDDER'S/COMPANY'S EXPERIENCE**

The experience of the Bidder as opposed to the key staff members / experts in similar projects or similar areas. This evaluation focuses of the Bidders/Company experience.

Bidders should very briefly describe the company experience in this regard and attach it to this schedule. Proof of experience must be attached **(Copies of the appointment letters or purchase orders)**

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

Employer	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

<b>Poor (score 0)</b>	No documentation attached
<b>Fair (score 10)</b>	1 similar projects
<b>Good (score 20)</b>	2 - 3 similar projects
<b>Very Good (score 30)</b>	4 - 5 similar projects
<b>Excellent (score 40)</b>	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 TWENTY (20) CONSULTING COMPANIES SPECIALISTS IN  
TOWN PLANNING, LAND SURVEYING, ARCHITECTURE,  
ENVIRONMENTAL MANAGEMENT, DEVELOPMENT PLANNING AND  
ECONOMISTS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

## **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 consultants to be shortlisted into a database that will be valid for a period of three years. These shortlisted consultants will be selected on a rotational basis as and when the need arises and at some point on a risk bases and or when 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:

Field	Service or Expertise
<b>Built Environment</b>	Town Planning
	Land Surveying
	Architecture
	Environmental Management
<b>Socio-Economic Development</b>	Development Planning
	Economics
<b>Total</b>	

**C3.2 NATURE OF WORK AND SUMMARY OF EXPECTATION**

The Bela Bela Local municipality has recently approved key strategic policy documents which include a Spatial Development Framework and an LED Strategy, amongst the key priority focus areas are developmental programmes and projects which are catalytic in nature aimed at economic recovery, development and growth. The Municipality requires competent and pro-active service providers to assist with various services within the listed fields in order to enable the Municipality to realize some of the economic objectives contained in the policy documents. Services may be required on adhoc basis or within a short notice with tight deliverables. Service providers need to be prepared to respond to such adhoc calls when applicable.

Upon the allocation of specific projects to the professional consultants, the work will include but not limited to the following aspect:

- Establishment of the project steering committee (where applicable)
- Inception Report
- Scoping
- Communication lines
- Needs requirements (existing policies/Plans/Strategies)
- Contract administration
- General project management
- Service Level Agreement
- Closure

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**END OF CALL FOR EXPRESSION OF INTEREST**

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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2