



## **CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

### **ADVERTISEMENT: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER WHO WILL DEVELOP AN END OF TERM ASSESSMENT REPORT OF THE CITY OF TSHWANE FOR THE 2021/2026 TERM OF ADMINISTRATION OR COUNCIL**

**QUOTATION NO: Q70-2025-26**

**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER** .....  
**(Compulsory)**

Prepared by:  
City of Tshwane  
Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
PRETORIA  
0001  
Tel: (012) 358 9999

**CLOSING DATE**

**13 FEBRUARY 2026**

**Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.**



CITY OF TSHWANE  
METROPOLITAN MUNICIPALITY  
DEPARTMENT: CITY STRATEGY AND ORGANIZATIONAL PERFORMANCE

**BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:**

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q70-2025-26	<b>ADVERTISEMENT: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER WHO WILL DEVELOP AN END OF TERM ASSESSMENT REPORT OF THE CITY OF TSHWANE FOR THE 2021/2026 TERM OF ADMINISTRATION OR COUNCIL</b>	COSP	Josia Masenya (012) 358 0658 <a href="mailto:josasma@tshwane.gov.za">josasma@tshwane.gov.za</a>  Siphumeze Cwayi (012) 358 5062 <a href="mailto:SiphumezeC@tshwane.gov.za">SiphumezeC@tshwane.gov.za</a>	Date: 4 February 2026  Time: 10:00  Venue: Tshwane House, Meeting Room C05, First Floor, Central	13 February 2026 at 10:00

**The City of Tshwane is migrating to an e-tender portal.**

An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time no later than

Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 13 February 2026.

Technical enquiries: Siphumeze Cwayi at (012) 358 5062 or  
[SiphumezeC@tshwane.gov.za](mailto:SiphumezeC@tshwane.gov.za)

Supply Chain enquiries: Josia Masenya at (012) 358 0658 or [josasma@tshwane.gov.za](mailto:josasma@tshwane.gov.za)

**Bids will remain valid for a period of 90 days after the closing date**

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- **Bid documents must be completed using a black pen (not re-typed or scanned)**
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

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<b>LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF BID DOCUMENT</b>			
9	Company Registration Certificate		
10.	Tax Clearance Certificate or Unique Pin		
11.	BBBEE Certificate		
12.	Rates and Taxes		
13.	CSD summary report		



## **CITY STRATEGY & ORGANISATIONAL PERFORMANCE DEPARTMENT**

### **ADVERTISEMENT: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER WHO WILL DEVELOP AN END OF TERM ASSESSMENT REPORT OF THE CITY OF TSHWANE FOR THE 2021/2026 TERM OF ADMINISTRATION OR COUNCIL**

#### **1. INTRODUCTION AND PURPOSE**

REQUEST FOR QUOTATION for the appointment of professional service providers to develop an End of Term Review Report of the City of Tshwane for a period of 7 months from the date of appointment.

The project entails the following:

- Conduct a desktop assessment and development of a report that would have assessed the performance of the City against its commitments made at the beginning of the 2021/26 term of administration/Council.
- Provide a comprehensive and objective assessment of the achievements or lack thereof of the priorities and concrete results articulated in the IDP for the 2021/26 term of Council.
- Give an account of what worked, what did not work and why
- Document lessons learnt and implementable recommendations that will be useful in the future management of the business of the City

The intended users of this report are the City of Tshwane, its stakeholders, the Tshwane general public (Tshwane residents/community) and other interested parties. The report will be used for the following:

- To account for the performance achieved and not achieved in the implementation of the Integrated Development Plan (IDP) to the City's stakeholders and residents
- Learning from experience and improving future programmes and interventions
- Use the recommendations to improve performance in the subsequent period
- Serve as a handover to the next administration

## 2. BACKGROUND

At the beginning of the fourth term of developmental local government in South Africa, the City of Tshwane adopted a new vision committing the efforts of the municipality to achieve prosperity through fairness, freedom and opportunity. Thus, the City's vision became that of "Tshwane: A Prosperous Capital City through Fairness, Freedom and Opportunity". The visioning process identified that embracing the following strategic priorities for development will drive the City to achieve its vision:

- Prioritization of the electrical grid and water infrastructure
- Provide stringent financial management and oversight
- A business-friendly City that promotes employment and economic growth
- Enhancing city safety, security, and emergency services
- Maintaining a clean and protected natural environment
- Maintenance and expansion of road infrastructure and public transportation
- A caring city that supports the vulnerable and provides social relief
- Modernization and digitization of city processes
- A professional public service that drives accountability and transparency
- Creating a healthy and vibrant City

This was followed by the development of an Integrated Development Plan (IDP) 2021-2026 which committed to a wholesale of deliverables which the City strived to realise over the term of Council under review. In this context, the IDP served as a blueprint of how the City will respond to the growth and development aspirations as well as service delivery needs in the Tshwane region. Subsequently, in accordance with the legislative framework governing local government and as per practice, the IDP was translated into clear concrete plans in the form of Service Delivery Budget and Implementation Plans (SDBIP) for each financial year of the term of Council under review. Later, the changes in the administration led to the amendment of the vision of the City and it became "Building a capital City that works for all its people". Despite this change in the vision, the priorities remained the same.

To conduct a desktop assessment and develop an End of Term Review Report on the progress made on the commitments outlined at the beginning of the 2021/26 term of administration or Council, the City seeks to appoint a service provider who will conduct a review or assess the performance and write a report that details the progress made, challenges experienced and recommendations for implementation.

## 3. PROJECT SCOPE

The end of term review will be in the form of a desktop assessment of progress against all IDP commitments using the audited SDBIP Annual Reports for each of the financial years of the term and other sources of information. The review will lead to documentation of the progress made, challenges experienced, and recommendations to improve performance in areas where the required progress could not be achieved as planned and will be presented in a form of a comprehensive review report.

To achieve the above, the review will focus on the following critical thematic areas:

- **Leadership, Governance and Administration**

- Stability, effectiveness and resolve.
- Administrative decision-making process and their effectiveness
- Systems of delegations (existence and effectiveness): are there any systems of delegation and are they empowering decision making and execution? How effective are the systems of delegations approved or used?
- Functioning of the governance structures
- Assessment of the effectiveness of the governance model used by the City and each governance structure (ExCo, MayCo, APC, Council and its Section 79 Committees,) focusing on functionality, decision making, implementation and follow-up on decisions made, rate of deferring or referring items back and causes or reasons for deferring or referring back items etc.
- Participatory Governance: public participation modalities (compliance, process, relevance and effectiveness)
- Ward Committee System and its functionality
- Assessment of MCAM processes (how MCAM is operationalized and whether it is effective or not. What makes it effective and what makes it ineffective)
- Assessment of the functionality and effectiveness of all committees of the administration. Namely: Strategic Risk Management Committee, ICT Steering Committee and Policy Committee etc.

- **Legislative Compliance**

- Assessment of compliance with key legislative requirements

- **Policy, Strategy and Practice**

- Relevance and legislative compliance of the City policies relating to key functional areas (HR, SCM, Planning and Reporting etc.)
- Legislative compliance of key practices
- Adaptability of strategies

- **Business Operations**

- Does the City have a service delivery model or operations model (a clearly outline process or modalities for service delivery that promotes cooperation, synergy and seamlessness, business continuity and risk mitigation)
- Is the business operating model used by the City effective in ensuring impactful service delivery

- **Foresight/forward thinking**

- To what extent does the City use foresight/forward thinking tools in its planning and as a way of constantly adapting to the changes in its operating environment?
- How agile is the City to respond to issues in its environment that can affect its ability to perform?
- Does the City use evidence (research) to inform its policies, strategies, plans and decisions? To what extent does it use evidence (research) to inform its policies, strategies, plans and decisions?

- **Supply Chain Management**

- Functionality of Bid Committees (assessment of whether meetings are held as set, rate of quorating meetings, administration of bid processes, resolutions etc.)

- Assessment of the efficiency indicators: turnaround time from specification to appointments
  - Handling of appointments (time it takes to process everything to finality)
  - Capital expenditure trends (what is the City investing on, does it spend as per the expectations, what can be learned from the capex trends observed)
- **Contract Management (Governance)**
  - Contracting
  - Contractor performance monitoring
  - Contract enforcement
- **Project Management**
  - Project management model adopted (its maturity, effectiveness etc.)
  - Do the current institutional arrangements for EPMU support its desired efficiencies
  - Are projects managed effectively?
  - What are the current shortcomings in the management of projects if there are any?
  - Insourcing vs outsourcing
  - Project completion rate
  - Capital expenditure trends (what is the City investing on, does it spend as per the expectations, what can be learned from the capex trends observed)
- **Financial Governance and Sustainability**
  - Revenue streams/sources of the City (assessment of the exhaustiveness of the revenue streams or sources)
  - Revenue collection: measures implemented to enhance revenue, their effectiveness, assessment and documentation of failures
  - Control measures implemented to promote financial discipline/prudence
  - Implementation of cost cutting measures (slowing down of expenditure)
  - Efforts for building reserves and the assessment of their effectiveness
  - Financial audit results (assessment of areas of repeat findings, assessment of areas of consistent control deficiencies, effectiveness of control measures etc.)
  - Assessment and reflection on the budget processes (in relation to compliance with the statutory requirements, robustness, effectiveness etc.)
  - Assessment of the effectiveness of the cost containment measures
- **Growth and Development**
  - Infrastructure development
  - Investment attraction
  - Enterprise support and development
  - Ease of doing business: assesses the regulatory environment for small and medium-size enterprises (dealing with construction permits, getting electricity, registering property, what reforms were implemented and what were the results achieved from introducing such reforms etc.)
  - Leveraging procurement to support local businesses
  - Job creation
  - Local economic development initiatives
- **ICT**
  - Performance on the modernization drive (what ICT systems were developed, for what and what are the benefits accrued or to be accrued,

- what are the overall efficiencies experienced on ICT infrastructure, systems and applications)
  - Availability of customer facing applications
  - Digital transformation
  - Resilience of ICT systems and infrastructure

- **Service Delivery**

- Implementation of service delivery priorities articulated in the IDP
- Performance against service delivery commitments and targets covering basic services as articulated in the IDP, SDBIP and/or Business Plans
- Efficiencies in responding to and resolving service outages
- Performance against capital projects (completion etc.)
- Repairs and maintenance, grass cutting etc.
- Reduction of service backlogs or extension of services to previously unserviced areas
- Availability and usage of facilities (recreational, sports, arts and culture)
- Satisfaction with services (satisfaction opinions raised by households or service beneficiaries)

The assessment will be guided by the indicative questions presented below and generate corresponding findings and recommendations aimed at improving City's performance and guiding implementation for the next term. The assessment will need to respond to the following key exploratory issues/questions:

- Using the City of Tshwane (the organization) as a primary unit of analysis, obtain valid information about the performance of the City and the factors that affect performance in the City.
- What are the important factors that aided or impeded the City's achievement of its commitments
- What capacity (resources, plans, strategies, delegations, policies, human capital, structures) does the City have or did not have in place to support the achievement of the intended progress or results
- What the City can or should change to improve its ability to perform effectively
- Detect important vulnerabilities and risks
- What are the social and economic benefits created by the City's activities relative to the resources it invested
  - Has there been any catalytic effects arising from the implementation of the City's programmes, projects or activities
- Identify specific organizational culture issues that helped or impeded good performance
- Does or did the operational structure of the City fully supports or supported its achievement of the intended results

- Are the current institutional arrangements adopted by the City adapted to the reality of the efficiencies and results envisaged
  - Did the structure support the required operations and support the achievement of the required progress or necessary results
  - Does the City have an organizational structure, is it approved (if it does have) and implemented the way it was (conceived) approved
  - What limitations about the structure that impeded the much-needed operational efficiencies
- Document the key elements of the organizational culture
  - What or which elements of the observed organizational culture work or worked to the advantage of advancing the City's service delivery priorities, growth and development objectives
  - What or which elements of the observed organizational culture support the achievement of the priorities or results intended and support the City's efficiencies.
  - In what ways does the observed culture support or/and impedes the City's efficiencies
- Did the executive management put efforts and the right efforts into seeing the City operate in a manner that supports the achievement of the set results
- Does the City have an operating model
  - Does the manner in which the City do things or how it approaches or handles its operations support the achievement of the desired results (from planning, execution/implementation and reporting).
  - What defines or constitutes the operating model of the City.
- What are the lessons learnt over the term of administration
  - What were the causes of success
  - What were the causes of failures
  - What are the opportunities that the City could explore
- Did the support given through the mapping and reengineering or optimization of business process unlocked any efficiencies
- To what extent did the innovation interventions introduced impacted business or operational efficiencies
- Assess the effectiveness of all Administration or Operational Support Committees: Committees established by the City Manager (War Rooms, MCAM, Risk Committees, ICT Steering Committee etc.)

- Assessment of how the City implements its functions within the guidance of the Intergovernmental Relations (IGR) Framework and International Relations (IR) Framework
  - What derives efficiencies
  - What are the observed limitations or shortcomings in implementing a comprehensive, responsive and effective IGR and IR function
  - Has the City observed any significant benefits from its strategic stakeholder partnerships, including private sector; research, innovation and academic organizations/institutions?
  - Has the City derived any benefits from its paid national and international memberships including professional bodies (e.g. ECSA, SACPLAN) and networking bodies such as SAATCA, SACN, C40, etc.?
  - To what extent have the collaborative efforts of all stakeholders or partners led to the achievement or lack thereof of the IDP commitments
  - How have the partnerships entered into with external partners (including international partners) assisted the City in its service delivery, growth and development priorities
- Assessment of sustainability issues
  - To what extent has the City integrated sustainability in its planning, service delivery and/or operations?
  - How has that integration of sustainability improved or impeded the achievement of the City's objectives/performance targets?
- Risk, governance and compliance
  - How did the governance structures of the City function i.e. Council, MyCo, Audit and Performance Committee, Oversight Committees of Council, ExCo etc (functionality of the governance structures)
  - How did the City fare on legislative compliance
  - How did the City perform on the regularity audits
  - How effective have the risk management interventions of the City been
    -

## **4. ASSESSMENT METHODOLOGY**

Based on the objectives of the project, the Service Provider is requested to provide a brief overview of the proposed methodology to be used.

## **5. DELIVERABLES**

### **5.1. Inception Report**

The service provider is expected to submit an inception report and deliver a presentation of the inception report.

The inception report and its presentation should include the following elements:

- Detailed description of the methodology.
- Costed project plan (milestones, timelines and budget);
- Project plan on how the assessment will be conducted, clear activities linked to each deliverable/milestone, timelines, etc.
- Detailed outline of the approach to data collection, instruments for data collection and sampling procedure; and
- Other relevant tools and data analysis plan.

**5.2.** Other technical or process reports, e.g. data analysis report, reports of engagements with City stakeholders etc.

### **5.3. The Report**

The assessment report is expected to include the following:

- An executive summary.
- The objectives as stated in the Specifications (Terms of Reference).
- A justification of the methods and techniques used, including any limitations of the assessment.
- A full draft report and a 1/3/25 format report, with findings, their analysis, conclusions, lessons learned and recommendations
- The service provider will also hold a workshop with stakeholders to discuss the draft report before issuing the final report
- A **final End of Term Review Report**, both full and in 1/3/25 format, in hard copy and electronic copy as well as a comprehensive PowerPoint presentation on findings and recommendations.
- All the reports should be submitted to the contact person of the City of Tshwane.

**NB:** The 1/3/25 report format means: one-page summary of implications based on findings, a three-page executive summary of the whole report and not less than 25-page main report (Arial 12 point, 1.5 space, exclusive of appendices). The 1/3/25 is what will be distributed widely, but the long report will also be posted onto the website

## **6. EVALUATION CRITERIA**

### **Stage 1: Administrative responsiveness**

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"> <li>• Tax compliance status PIN.</li> <li>or</li> <li>• Central Supplier Database (CSD)</li> </ul>		Tax status must be compliant before the award.

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders municipal service charges, rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the company's owners / members / directors / major shareholders? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days?
<p>e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p><b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b></p>		All documents fully completed (i.e. no blank spaces), All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required, Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or <b>non-submission of the MBD forms</b> , will not be considered)
<p>f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.</p> <p><b>NB:</b> The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter</p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by</p>

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
<p>period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p>		<p>auditor) Or proof that the bidder is not required by law to prepare audited financial statements.</p>
<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p><b>NB:</b> It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<p>If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.</p>
<p>h) Bidder attended a compulsory briefing session where applicable</p>		<p>A compulsory briefing register must be signed by the bidder.</p> <p><b>Bidders will be disqualified should they fail to attend compulsory briefing session</b></p>
<p>i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.</p>		<p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p><b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</b></p> <p><b>Bidder will be disqualified should they use tippex/correction ink, on the price schedule.</b></p>

## Stage 2: Mandatory criteria

Failure to submit the following documents, and/or comply with or adhere to the following requirements will result in the disqualification of the bidder:

- Demonstrate experience in providing relevant or similar services:
  - Provide reference letters that confirm that the bidder had completed a review or assessment of a similar nature and/or evaluation work or has experience of having undertaken or conducted similar projects (*at-least three signed*

*contactable reference letters in the company letterhead with contact numbers).*

- Submit certified copies of qualifications for each team member (**certified copies must not be older than 6-months**)
- Submit a Curriculum Vitae (CVs) for each team member with a clear indication of each team member's relevant and applicable experience (including the years of experience),
  - Bidder to have a project team constituted as follows:

<b>Required Team Member</b>	<b>Qualifications</b>	<b>Experience</b>
Team Leader	Honors or Masters degree in any of the following disciplines: monitoring and evaluation, public policy, development studies, business or public management or administration, economics, demography, social or economic policy and research OR any other relevant qualifications	Minimum of 7 years of experience in conducting programme evaluations (evaluation of development interventions or programmes)  Must have worked on at least 3 review/evaluation reports/projects or related reports/projects of any value and played a lead role in at least two (2) reviews/evaluations of above R500 000 per project
Electrical Specialist	A degree or national diploma in Electrical Engineering and an active registration with the Engineering Council of South Africa (ECSA) either as a Professional Engineering Technologist (Pr. Tech Eng) or Professional Engineer (Pr. Eng)	Minimum of 5 years of work experience within the electricity supply industry
Mechanical Engineering Specialist	A degree or national diploma in Mechanical Engineering and an active registration with the Engineering Council of South Africa (ECSA) either as a Professional Engineering Technologist (Pr. Tech Eng) or Professional Engineer (Pr. Eng)	Minimum of 5 years of work experience in mechanical engineering services
Civil Engineering Specialist	A degree or national diploma in Civil Engineering and an active registration with the Engineering Council of South Africa (ECSA) either as a Professional Engineering Technologist (Pr. Tech Eng) or Professional Engineer (Pr. Eng)	Minimum of 5 years of work experience in civil engineering services

Town and Regional Planning Specialist	A degree or national diploma in Town and Regional Planning with an active registration with the South African Council of Planners (SACPLAN)	Minimum of 5 years of work experience in development planning (town and regional planning).
Review Specialist or Evaluator or Evaluation Specialist	A degree or post graduate diploma in public administration/management or monitoring and evaluation or any other relevant qualification	Minimum of 5 years of work experience in conducting reviews or evaluations
Statistician/Data Scientist	Degree in Statistics or Degree with Statistics as one of the majors OR Degree in Data Science or Degree with Data Science as one of the majors	Minimum of 5 years of work experience in collecting, analyzing, interpreting, visualizing and reporting data or information (quantitative or qualitative) OR data analytics/analysis and modelling
Local Economic Development Specialist	A degree in economics	Minimum of 5 years of work experience in local economic development
Public Finance Management Specialist	A degree in accounting or financial management or auditing	Minimum of 5 years of work experience in public sector financial management or budgeting or financial reporting
Social Scientist	A degree or post graduate diploma in public administration/management or monitoring and evaluation, economics or relevant humanities degree	Minimum of 5 years of work experience in social/community development related fields or areas of work

**NB:** active registration may further be confirmed by the City through online portals or other means during the evaluation of the tender (ECSA and SACPLAN)

### **Stage 3: Price and preference**

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

## 7. VALIDITY PERIOD

The validity period for the quotation after closure is 90 days.

## 8. TYPE OF AGREEMENT REQUIRED

A relevant Service Level Agreement will be completed after the appointment.

## 9. VALIDITY PERIOD

The validity period for the tender after closure is 90 days.

## 10. PRICING SCHEDULE

ITEM NO.	MATERIAL NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE EXCL. VAT
1		Approved inception report with the project plan	1	
2		Approved data collection process and tools	1	
3		Approved data collection and analysis report	1	
4		Approved draft review/assessment report	1	
5		Approved final End of Term Review Report	1	
<b>TOTAL EXCLUDING VAT</b>				
<b>VAT @ 15%</b>				
<b>TOTAL INCLUDING VAT</b>				

NB: THE CITY OF TSHWANE RESERVES THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES OF THE PRODUCT OR SERVICES SUBJECT TO BUDGET AVAILABILITY.

## 11. MARKET ANALYSIS

The City of Tshwane reserves the right to conduct a market analysis. Should the City exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price. If a tenderer confirms that they cannot, the tenderer will be disqualified based on being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract, including performance warnings, and listing on the database of restricted suppliers.

The City further reserves the right to negotiate a market-related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the City reserves the right to negotiate a market-related price with the tenderer scoring the second-highest points. If the tenderer scoring the second-highest points

does not agree to a market-related price, the City reserves the right to negotiate a market-related price with the tenderer scoring the third-highest points. If a market-related price is not agreed upon, the City reserves the right to cancel the quotation.

**MBD1**  
**COMPULSORY**  
**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
QUOTATION NUMBER:	Q70-2025-26	CLOSING DATE:	13 February 2026	CLOSING TIME:	10:00
DESCRIPTION	<b>ADVERTISEMENT: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER WHO WILL DEVELOP AN END OF TERM ASSESSMENT REPORT OF THE CITY OF TSHWANE FOR THE 2021/2026 TERM OF ADMINISTRATION OR COUNCIL</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BIDDERS SHOULD THEREFORE NOT DEPOSIT THEIR RESPONSES IN THE TENDER BOX BUT RESPOND TO BID ON THE ONLINE PLATFORM</b>					
<b>Tshwane House</b>					
<b>Supply Chain Management</b>					
<b>320 Madiba Street</b>					
<b>Pretoria</b>					
<b>GPS coordinates: 25.74431°S, 28.19464°E</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes  [IF YES ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes  [IF YES, ANSWER PART B:3]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Siphumeze Cwayi		
CONTACT PERSON	Josia Masenya				
TELEPHONE NUMBER	(012) 358 0658	TELEPHONE NUMBER	(012) 358 5062		
		E-MAIL ADDRESS	<a href="mailto:SiphumezeC@tshwane.gov.za">SiphumezeC@tshwane.gov.za</a>		
E-MAIL ADDRESS	<a href="mailto:josasma@tshwane.gov.za">josasma@tshwane.gov.za</a>				

**MBD1**  
**COMPULSORY**  
**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:** .....

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

**DATE:** .....

**MBD 4  
COMPULSORY**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 3.1 Full Name of bidder or his or her representative:.....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number:.....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
  - 3.8.1 If yes, furnish particulars. ....  
.....

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

This preference form must form part of all 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**

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

$Ps$  = Points scored for price of tender under consideration

$Pt$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$ or		$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$

Where

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

#### **4. POINTS AWARDED FOR SPECIFIC GOALS**

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

**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.)***

Specific goals	80/20 preference point system	Number of points claimed (80/20 system)
		(To be completed by the tenderer)
BB-BEE score of companies	<ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

#### **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 proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company

State Owned  
Company [TICK  
APPLICABLE BOX]

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2 .....

DATE: .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1 .....  
2 .....

DATE: .....

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

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Js367bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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