

MORETELE LOCAL MUNICIPALITY



INVITATION TO TENDER

BID NO: MLM/BTO/ASSETS/2024-27

TENDER DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH PROVISION OF ASSETS MANAGEMENT SUPPORT SERVICES AS AND WHEN REQUIRED FOR MORETELE LOCAL MUNICIPALITY FOR 36 MONTHS.

NAME OF BIDDER: _____

TOTAL BID PRICE (Incl. VAT)

R_____

BID DOCUMENT FEE Receipt No: _____ **(Attach documentary proof)**
FOREWORD

MORETELE LOCAL MUNICIPALITY

MUNICIPAL OFFICES
4065 B
MATHIBESTAD04
0404

TEL (012) 716 1300



PRIVATE BAG X 367
MAKAPANSTAD
0404

23 February 2024

MORETELE LOCAL MUNICIPALITY HEREBY INVITES PROSPECTIVE BIDDERS AS PER BELOW

Project Name	Bid Number	Compulsory Briefing Session	Bid Document Price	Availability of Bid Document	Evaluation Criteria	CIDB Grading	Closing Date
Appointment of three(3) service providers to assist with provision of assets Management Support services as an when required for 36 Months.	MLM/BTO/AS SETS-PAN/2024-2027	N/A	R500.00	27/02/2024	80/20 in line with the Preferential Procurement Policy Framework Act no. 5 of 2017 Regulation of 2022 of Specific Goals. Minimum Qualifying Score: 70%	N/A	28 March 2024 @ 12h00 Municipal Hall

Tender Document is available from the 26 February 2024.

Sealed documents marked as per above reference and descriptions, must be placed in bid box situated at the Finance Department of Moretele Local Municipality 4065B Mathibestad, on or before **28 March 2024 at 12H00** (Please refer to table above for closing dates of different tenders). No late bids will be accepted.

Moretele Local Municipality does not bind itself in accepting the lowest or any bid and Municipality reverses a right to accept a whole or part of any bid and further reserves a right to re-advertise if it wishes to. All bids will be evaluated in accordance with the Supply Chain Management Policy of Moretele Local Municipality, the Preferential Procurement Policy Framework Act, (Act. No 5 of 2017) and the Preferential Procurement Regulations 2022 of Specific goals, as well as Broad Based Black Economic Empowerment Act (Act 53 of 2003). Bids will remain valid for 90 days.

Enquiries may be directed to: M Phenya tel : (012) 716 1414 SCM.tenders@moretele.gov.za

MUNICIPAL MANAGER: MR.S. NGWENYA

1.PURPOSE AND BACKGROUND

In response to the evolving landscape of financial reporting and governance, the Municipality has recognized the critical need for a comprehensive and accurate Fixed Asset Register (FAR). In alignment with the Generally Recognized Accounting Practice (GRAP) standards and Treasury Guidelines, the Municipality is seeking the services of a proficient and experienced professional service providers to assist the Municipality as in when basis for a period of 36 months.

1. OBJECTIVE

The primary objective is the meticulous preparation of a Fixed Asset Register that adheres to the stringent GRAP standards and Treasury Guidelines. This initiative is designed to enhance transparency, accountability, and compliance with regulatory frameworks governing municipal financial management. The Municipality requires a Service Providers who will assist the municipality in maintaining and achieving an unqualified audit opinion or better in the field of Assets.

2. SCOPE OF SERVICES REQUIRED

The identified professional service providers will be entrusted with the responsibility of conducting a thorough assessment and compilation of the Fixed Asset Register over a defined period of three years. This entails an exhaustive review, verification, conditional assessment and recording of all tangible assets owned and operated by the Municipality.

The following will be the scope of work of the service provider who will be responsible for our Fixed Assets Register;

- 2.1. Preparation of GRAP 17 Compliant Asset Register
- 2.2. Verification and Classification of the following
 - 2.2.1. Infrastructure
 - 2.2.2. Buildings
 - 2.2.3. Community Assets
 - 2.2.4. Land
 - 2.2.5. Movable Assets
 - 2.2.6. Tangible and non-Tangible Asset
- 2.3. Calculation of Depreciation and Calculation of Impairment loss
- 2.4. Unbundling of Assets
- 2.5. Perform Asset Conditional Assessment and Review of Useful life
- 2.6. Preparation of GRAP 16 Compliant Investment Property Register
- 2.7. Preparation of GRAP 12 Compliant Property Inventory
- 2.8. Preparation of GRAP 13 Leases
- 2.9. Preparation of GRAP 103 Heritage Assets
- 2.10. Preparation of journals as relates to Fixed Assets
- 2.11. Resolve Prior Year Audit Findings
- 2.12. Audit Support: Attend to Audit Queries and Audit Findings
- 2.13. Obtain Deeds Information every financial year
- 2.14. Recognition of Assets and De recognition of Assets
- 2.15. Manage with the Municipal Asset Unit the Auction of Assets
- 2.16. Costing of Assets

- 2.17. Preparation of Work In Progress (WIP) Register
- 2.18. Preparation of Retention Register
- 2.19. Develop and maintain a Strategic Asset Management Plan (SAMP)
- 2.20. Preparation of Monthly Reports monthly reconciliations and Presentations
- 2.21. Provision of GIS for assets
- 2.22. Provision of Web based Cloud Enterprise Asset Management System. The System must have inbuilt GIS functionality and cater for more than 100 user.
- 2.23. Configuration and support of Enterprise Asset Management System
- 2.24. The Bidder will be expected to demonstrate the system that they are proposing.

3.FUNCTIONALITY

LIST OF RETURNABLE DOCUMENTS

DOCUMENTS REQUIRED FOR TENDER RESPONSIVENESS (Mandatory)

1. Municipal account for the business and directors not in arrears for more than 90 days or municipal account from private provider or statement of account from landlord with valid lease agreement.
2. Company registration certificate
3. Company profile
4. Certified ID Copies of Owners/Directors/Shareholders
5. CSD report not older than one month
6. Authority for Signatory on company letter head
7. Proof of professional body membership
8. Proof of Banker

NB. Failure to adhere to above conditions will lead to automatic disqualification.

- 4.1. Tenders will be subjected to functionality and 80/20 PPFFA ,which 80 is based on the rate and 20 on specific goals as per the tender criteria
- 4.2. Only tenderers who attain a minimum score of 70 out of 100 points will be considered for further evaluation.
- 4.3. T

Tenders that scored less than 70 points will be rejected as they will be non-responsive.

NO.	DESCRIPTION	CRITERIA	SCORE
1	Technical proposal: Detailed methodology	1.1. Poor proposal =0 1.2. Fair report = 5 points 1.3. Good reports = 10 points Maximum of 10 points	
2	Appointment letters with reference	2.1.(0) letters = 0 points 2.2. (1-2) letters = 10 points 2.3.(3 and more letters) = 20 points Maximum of 20 points	
3	Proof of Unqualified Audit Reports (with appointment letters) On Fixed Assets as a Company to municipality or any institution using GRAP.	a. (1-2) reports = 5 Points b. (3- 4) reports = 10 Points c. (5 reports and above) = 30 Points Maximum of 30 points	
4	Proof of five(5) Audit Reports Totalling more than R300 millions of Asset Base	4.1. (1) report more than R300 million = 1 Points 4.2. (2) reports more than R300 million each = 2 Points 4.3. (3) reports more than R300 million each = 4 Points 4.4. (4) reports more than R300 million each = 6 Points 4.5. (5) and more reports more than R300 million each = 10 Points Maximum of 10 points	
5	Proof of Experience on enterprise asset management system, with the different municipality or similar institution by <ul style="list-style-type: none"> • Demonstrating the enterprise asset management system • Number of Financial Years Utilising Asset Management System. • Being able to demonstrate Asset Management System). 	5.1. 0=0 Points 5.2. (1-2) demonstration = 5 Points 5.3. (3-4) demonstration = 10 points 5.3. (5 and above >) demonstration = 20 Points Maximum of 20 points	
6	Experience of the personnel team (Structure of the team).		

Specific goals	points	Verification criteria	Scoring
Black ownership	5 points	Submission of BBEEE/ sworn affidavit. Level 1 – 4 points Level 2 – 2 Points Level 3 – 8 – 1 points	
Women	5 points	Certified ID copy and CK	
Youth	5 points	Certified copy (under 35 years)	
Locality	5 Points	Proof of Municipal account should tally to CSD.	
Total	20 points		

B-BBEE Status Level of Contributor	Number of points
1	5
2	4.5
3	4
4	3.5
5	3
6	2.5
7	2
8	1
Non-compliant contributor	0

6. PRICING SCHEDULE (RATE BASED)

PROFESSIONAL	YEAR 1	YEAR 2	YEAR 3
Annual Increment percentage (%)			
Project Director			
Project Manger			
Senior Consultant (Chartered Accountant) South Africa			
Junior Consultant BCom Accounting (more than three years' experience in similar project)			
Engineers with bachelor's degree (More than three years' experience similar project)			
Engineering Technologists			
Land Surveyor			
GIS personnel			
Property Valuer			
Annual License for Enterprise Asset Management System			
Cloud based fee Hosting of Enterprise Asset Management System			
Enterprise Asset System Technical Support			
Deeds Information (as in when required)			
Total			

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹ .
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state **YES / NO**

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past **YES / NO**

twelve months?

3.7.1 If so, furnish particulars.

3.7.2

.....

3.8 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

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....

.....

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

3.10.1 If so, furnish particulars.

.....

.....

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

3.11.1 If so, furnish particulars.

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.**

.....

Signature

Date

.....

Position

Name of Bidder

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.

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

The specific goals allocated points in terms of this tender	BBBEE	Locality	Women	Youth
	5	5	5	5
Points claimed by tender				

Points calculation for BBBEE

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	5
2	4.5
3	4
4	3.5
5	3
6	2.5
7	2
8	1
Non-contributor	0

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.5. 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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

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 as a</p> <p>company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing</p> <p>of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was</p> <p>applied).</p>	Yes	No
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</p> <p>of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>(To access this Register enter the National Treasury's website,</p> <p>www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or</p> <p>submit your written request for a hard copy of the Register to facsimile number</p> <p>(012) 3265445).</p>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law</p> <p>outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes	No

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

CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form are 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:----- that :(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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