



DR JS MOROKA LOCAL MUNICIPALITY

PROJECT NO: JSM/FIN/26-29

**APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES
TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR
THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED**

TENDER DOCUMENT

ISSUED BY: DR JS MOROKA LOCAL MUNICIPALITY
2601/3 Bongimfundo Street
Siyabuswa
0472

NAME OF TENDERER:.....

CSD NUMBER:.....

BID AMOUNT OFFERED (Excl. Vat).....



VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

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

“Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published in Government Gazette number 22549, dated 10 August 2022 including any other amendments made thereafter, in terms of which provision is made for this policy.

1. If a tax clearance pin or copy thereof (or in the case of a joint venture, of all the partners in the joint venture) has not been submitted with the bid document on closing date of the bid.
2. Failure to complete and submit all the information as required in the tender document.
3. Scratching out, writing over or painting out rates, without initialing next to the amended rates or information, affecting the evaluation of the bid.
4. The use of correction fluid (i.e. tippex) or any erasable ink, e.g. pencil.
5. Bidder to submit the latest copy of the Central Supplier Database report (not to be used as a disqualification factor).
6. Bidder to submit the company registration certificate issued by CIPC (not to be used as a disqualification factor).
7. The Bid has not been properly signed by a party having the authority to do so, according to the example of “Authority for Signatory”
8. No authority for signatory submitted – See example, where it is stated that a duly signed and dated original or certified copy of the company’s relevant resolution (for each specific bid) of their members or their board of directors on the company letter head, must be submitted.
9. Failure to submit a Letter of Good Standing issued by the Department of Labour in line with the Compensation for Occupational Injuries and Diseases Act (No. 130 of 1993)
10. The bid has been submitted after the relevant closing date and time
11. If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than one (1) months.
12. If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
13. The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
 - (a) who is in the service of the state, or;
 - (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state; or;
 - (c) Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
14. Bid offers will be rejected if the bidder or any of his directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
15. Bid offers will be rejected if the bidder has abused the DR. JSMLM’s Supply Chain Management System.
16. Failure to attach a copy of a valid signed Joint Venture/Consortium agreement (if

BIDDER:

Initial: Authorized signatory/ies:

.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



- applicable) to the bid document.
17. Form of offer not completed and signed by the authorized signatory.
 18. Not signing/initialize all pages on the space provided
 19. Attach CV of Contracts Manager, Project Director / Team Leader
 20. Certified copies of Qualification of Project Director / Team Leader
 21. Proof of Foreign Qualification approved from SAQA (if applicable)
 22. Proof of employment letter confirming employment on the company letter head (Project Director / Team Leader)
 23. Proof of relevant working experience for the bidder (copies of appointment letters)
 24. The municipality also reserves the right not to appoint the lowest bidder and to appoint the bid in whole or in parts. The municipality also reserves the right to appoint the bid based on its risk assessment.
 25. Three recent annual financial statements

NOTE:

IN THIS DOCUMENT AND OTHER DOCUMENTS REFERRED TO BUT NOT ATTACHED, THE FOLLOWING WORDS ARE SYNONYMOUS WITH EACH OTHER.

1. CLIENT, EMPLOYER, DR. JS MOROKA LOCAL MUNICIPALITY (DR. JSMLM).
2. BID, TENDER AND VARIATIONS THEREOF
3. JOINT VENTURE / CONSORTIUM

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



DR JS MOROKA LOCAL MUNICIPALITY

DEPARTMENT NAME: FINANCE DEPARTMENT

CONTRACT NO: JSM/FIN/26-29

APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED

SUMMARY FOR BID OPENING PURPOSES

NAME OF BIDDING ENTITY:

.....

PHYSICAL STREET ADDRESS:	POSTAL ADDRESS:

TELEPHONE NUMBER :

FAX NUMBER :

E-mail ADDRESS :

CONTRACT PRICE: R

(Amount brought forward from the Form of Offer and Acceptance) *

.....

.....
 Signed by authorized representative of the Bidding Entity.....DATE

- Should any discrepancy occur between this figure and that stated in the Form of Offer and Acceptance, the latter shall take precedence and apply.

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1. **Initial: DR. JSMLM**
 2.

Witness:



DR JS MOROKA LOCAL MUNICIPALITY

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APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO
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- C2.1 Pricing Instructions
- C2.2 Bill of quantities

Part C3: Scope of Work

- C3 Scope of Work

Part C4 : Additional Relevant Documents

- C4.1 Supply Chain Management Policy

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



DR JS MOROKA LOCAL MUNICIPALITY

DEPARTMENT NAME: FINANCE DEPARTMENT

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APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO
THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE
PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED

TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

T1.1 Tender notice and invitation to tender

T1.2 Tender Data

BIDDER: **DR. JSMLM**
Initial: Authorized signatory/ies: **1.** **Initial: DR. JSMLM**
.....
2.

Witness:



T1.1 TENDER NOTICE AND INVITATION TO TENDER



APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED

Dr JS Moroka Local Municipality invites proposals from suitably qualified service providers for finance advisory services for Dr JS Moroka Local Municipality for a period of THIRTY-SIX (36) MONTHS. Tender Documents will be obtainable from **12 MAY 2026** on payment of cash non-refundable document fee of **R3 516,32** per document from the offices of the Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, 0472. Document can also be downloaded on the eTender portal.

No compulsory site briefing will be held

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed **APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED**, and be deposited in the Tender Box, Headquarters, Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, Mpumalanga not later than **11h00** on **11 June 2026**. The tenders will immediately be opened in public. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated in terms **80/20** criteria of the Supply Chain Management policy of the Dr JS Moroka Local Municipality. The lowest or any tender will not necessarily be accepted and suitably the Dr JS Moroka Local Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part.

Technical enquiries may be directed to the Technical Services Department for the attention of Ms DB Klaas at **013-973-1101** and administrative enquiries may be directed to the Supply Chain Management Unit from the Dr JS Moroka Local Municipality at **013 973 1101**

Ms. M.M MATHEBELA
MUNICIPAL MANAGER
DR JS MOROKA LOCAL MUNICIPALITY

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BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**
.....
2.

Witness:



T1.2 TENDER DATA

1.	The Employer is: Dr JS Moroka Local Municipality Private Bag X4012 Siyabuswa 0472			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" data-bbox="240 1576 1270 1816"> <tr> <td data-bbox="240 1576 592 1816"> <p><u>Accounting Officer;</u> MM Mathebela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> <td data-bbox="592 1576 911 1816"> <p><u>Procurement Eng.</u> AV Masilela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> <td data-bbox="911 1576 1270 1816"> <p><u>Technical Enquiries.</u> DB KLAAS Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> </tr> </table>	<p><u>Accounting Officer;</u> MM Mathebela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><u>Procurement Eng.</u> AV Masilela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><u>Technical Enquiries.</u> DB KLAAS Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p>
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BIDDER:
Initial: Authorized signatory/ies:
.....

DR. JSMLM
1.
2.

Initial: DR. JSMLM

Witness:



4.1	<p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.</p>
5	<p>Eligibility Tenderers must meet or employ staff that meet the following criteria:</p> <ul style="list-style-type: none"> • Employing qualified staff with experience, appropriate certificates for work force used, i.e. academic qualifications, trade test certificates, previous experience, etc. • Meet the requirements of the evaluation criteria as set on 21.2 below.
6	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Dr JS Moroka Local Municipality.</p>
7	<p>Tenderer Obligations</p> <p>7.1 The Council retains the right to call for any additional information that it may deem necessary.</p> <p>7.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss <p>7.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>7.4 At the request of the Municipal Manager or her/his authorized representative from furnishing her/his with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM

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8	<p>Insurance</p> <p>Public Liability Insurance held by Tenderer for a minimum value of R500,000 if applicable</p>
9	<p>Compensation of tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
10	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
11	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
12	<p>Submitting tender offer:</p> <p>12.1 No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>12.2 Return all the returnable documents to the employer after completing them.</p> <p>12.3 Tenders must be deposited in the tender box clearly marked: CONTRACT NO: PROJECT NO: JSM/FIN/26-29 APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED</p> <p>Location of tender Box: Main Entrance Reception Physical Address: DR JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>12.4 All tender received by the DR JS Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>12.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p>
13	<p>Closing Time:</p> <p>13.1 The time and location for opening of the Tender offers are: Closing Time: 11H00 Closing Date: 11 June 2026 Location: Dr JS Moroka Local Municipality</p>

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1. Initial: DR. JSMLM
 2.

Witness:



13.2	<p style="text-align: center;">2601/3 Bongimfundo Street Siyabuswa 0472</p> <p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the DRJSMLM.</p>
14	<p>Pricing the tender</p> <p>State the rates and prices in South African Currency (Rand)</p>
15	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>
16	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>
17	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>
18	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>
19	<p>Tender evaluation points</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> (a) Price; and (b) Specific Goal

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM

 2.

Witness:



	<p>The maximum points for this bid are allocated as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td>80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td>20</td> </tr> <tr> <td>Total points for Price and Specific goals must not exceed</td> <td>100</td> </tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific goals must not exceed	100
	POINTS								
PRICE	80								
SPECIFIC GOALS	20								
Total points for Price and Specific goals must not exceed	100								
20	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> 1. Dr JS Moroka Local Municipality may also request that the Tenderer to provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Dr JS Moroka Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. 								
21	<p>Technical adjudication and General Criteria</p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Tender conditions <input type="checkbox"/> Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and shall be an automatic REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> <input type="checkbox"/> CK Document. <input type="checkbox"/> CSD Report. 								
22	<p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff will be applicable for this tender. 								
23	<p>Previous experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality. 								
24	<p>The tenderer shall provide documentation of company experience of each member of the related projects.</p>								

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**

 2.
Witness:



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TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR
THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED**

RETURNABLE DOCUMENTS

Returnable Documents
List of returnable documents

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



DEPARTMENT NAME: FINANCE DEPARTMENT

CONTRACT NO: JSM/FIN/26-29

**APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES
 TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR
 THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED
 T2.1 LIST OF RETURNABLE DOCUMENTS**

1. Failure to fully complete the **compulsory** returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right to terminate the contract.

The Tenderer must complete the following returnable Schedules:

Returnable Schedules required for Tender evaluation purposes

COMPULSORY BID DOCUMENTS	
FORM A PART A & B	INVITATION TO BID
FORM B	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
FORM C	DECLARATION OF INTEREST
FORM D	AUTHORITY OF SIGNATORY
FORM E	DECLARATION OF GOOD STANDING REGARDING TAX
FORM F	FINANCIAL REFERENCES /BANK CONFIRMATION LETTER
FORM G	MUNICIPAL UTILITY ACCOUNT
FORM H	PREFERENCE SCHEDULE
FORM I	CERTIFICATE OF INDEPENDENT BID DETERMINATION
FORM J	DECLARATION TENDERER'S LITIGATION HISTORY
FORM K	PROFESSIONAL INDEMNITY INSURANCE IF APPLICABLE
FORM L	PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER
FORM M	PROOF OF MEMBERSHIP WITH PROFESSIONAL BODIES
FORM N	PROPOSED KEY PERSONNEL
FORM O	SCHEDULE OF PREVIOUS EXPERIENCE
FORM P	SCHEDULE OF CURRENT PROJECTS
FORM Q	SCHEDULE OF INFRASTRUCTURE AND RESOURCES
FORM R	SCHEDULE OF PROPOSED SUBCONTRACTOR
FORM S	RECORD OF ADDENDA TO TENDER DOCUMENTS
FORM T	FUNCTIONALITY

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**

 2.
Witness:



COMPULSORY BID DOCUMENTS

BIDDER:

Initial: Authorized signatory/ies:

.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	JSM/FIN/26-29	CLOSING DATE:	11 JUNE 2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

2601/3					
Bongimfundo Street					
Siyabuswa					
0472					
SUPPLIER INFORMATION					
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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	

BIDDER:
 Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.

Initial: DR. JSMLM

Witness:



TOTAL NUMBER OF ITEMS OFFERED	N/A	TOTAL BID PRICE	R N/A
SIGNATURE OF BIDDER	N/A	DATE	N/A
CAPACITY UNDER WHICH THIS BID IS SIGNED	N/A		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance	DEPARTMENT	Finance
CONTACT PERSON	A V Masilela	CONTACT PERSON	DB Klaas
TELEPHONE NUMBER	013 973 1101	TELEPHONE NUMBER	013 973 1101
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Masilelaa@moroka.gov.za	E-MAIL ADDRESS	Klaasb@moroka.gov.za

BIDDER:

Initial: Authorized signatory/ies:

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DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



**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 2022, 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)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES 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.

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM

 2.

Witness:



**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:

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: **1.** **Initial:** DR. JSMLM
.....
2.

Witness:



FORM A2: COMPULSORY ENTERPRISE QUESTIONNAIRE FOR CONSORTIA OR JOINT VENTURES

In the case of a Joint Venture – Form “A2” needs to be completed

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES IF APPLICABLE

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

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BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



Held at _____ (place)

On _____ (date)

RESOLVED that:

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Dr JS Moroka Local Municipality in respect of the following project:

Bid / Project Number: _____ {insert number}

A. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

C. The Enterprises to the Consortium/Joint Venture accept joint and several liabilities for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.

D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.

E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.

F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint

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BIDDER: **DR. JSMLM**
Initial: Authorized signatory/ies: **1.** **Initial: DR. JSMLM**
.....
2.

Witness:



Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address: _____

 _____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____ (code)

Fax number : _____ (code)

NO	NAME OF ENTITY	NAME OF REPRESENTATIVE	CAPACITY	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

BIDDER:
 Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.

Initial: DR. JSMLM

Witness:



Note:

1. * Delete which is not applicable
2. **NB.** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Bid
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Bid exceed the space available above, additional names and signatures must be supplied on a separate page
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

ATTACH THE FOLLOWING DOCUMENTS HERETO

1. **For Closed Corporations**
 - CK as applicable (Founding Statement)
 - Certified Copies of the ID's of the Directors
2. **For Companies**
 - A copy of the Certificate of Incorporation
 - Certified Copies of the ID's of the Directors, and
 - the shareholders register
3. **For Joint Venture Agreements**
 - Copy of the Joint Venture Agreement between all the parties,
 - as well as the documents in (1) or (2) of each Joint Venture member.
4. **For Partnership**
 - Certified Copies of the ID's of the partners
5. **One-person Business / Sole trader**
 - Certified Copy of ID
6. **Details of Tax Compliance Status from South African Revenue Service**
7. **Duly Signed and dated original or copy of Authority of Signatory on company Letterhead**
8. **B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (original or a copy issued by an approved body / accredited verification agency as prescribed by the National Treasury and the Department of Trade and Industry)**

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. Initial: DR. JSMLM
.....
2.

Witness:



FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

- 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>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.

Initial: DR. JSMLM

Witness:



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>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

BIDDER:
Initial: Authorized signatory/ies:
.....

DR. JSMLM
1.
2.

Initial: DR. JSMLM

Witness:



FORM C: DECLARATION OF INTEREST (MBD4)

1. **No bid will be accepted from persons in the service of the state¹.**
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars:
 -

SCM 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

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BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.

Witness:



entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

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

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

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

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

3.9.1 If yes, furnish particulars:

.....

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

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

.....

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

3.11.1 If yes, furnish particulars:

.....

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

3.12.1 If yes, furnish particulars:

.....

3.13 Are any spouse, child or parent of the company’s director’s 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:

.....

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: **1.** **Initial:** DR. JSMLM
.....
2.

Witness:



FORM D: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name : _____
Contact number : _____
Office address : _____

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

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date).....

Mr
Pro-Forma

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

..... and any Contract which may arise there from on

behalf of
(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES: 1.
2.

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.

Witness:



PRO-FORMA FOR JOINT VENTURES: Certificate of Authority for Joint Ventures

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

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Pro-Forma

ATTACH HERETO THE DULY SIGNED AND DATED ORIGINAL OR A COPY OF AN AUTHORITY OF SIGNATORY SPECIFIC TO THIS TENDER AS PER TENDER NUMBER GIVEN ON A COMPANY LETTERHEAD

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1. Initial: DR. JSMLM
 2.

Witness:



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

DETAILS OF TAX COMPLIANCE STATUS:

TAXPAYER NAME	
TRADING NAME	
TAX REFERENCE NUMBER (S)	
VAT	
PIN	
EXPIRY DATE	

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
4. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

BIDDER: **DR. JSMLM**
 Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**

 2.

Witness:



FORM F: FINANCIAL REFERENCES / BANK CONFIRMATION LETTER

DETAILS OF TENDERERS BANKING INFORMATION

Notes to tenderer:

1. The tenderer shall attach to this form an original letter from the bank not older than three (3) months confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

BANK NAME:										
ACCOUNT NAME: (e.g. ABC Civil Construction cc)										
ACCOUNT TYPE: (e.g. Savings, Cheque etc)										
ACCOUNT NO:										
ADDRESS OF BANK:										
CONTACT PERSON:										
TEL. NO. OF BANK / CONTACT:										
How long has this account been in existence:	<table border="1"> <tr> <td>0-6 months</td> <td><input type="checkbox"/></td> <td rowspan="4">(Tick which is appropriate)</td> </tr> <tr> <td>7-12 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>13-24 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>More than 24 months</td> <td><input type="checkbox"/></td> </tr> </table>	0-6 months	<input type="checkbox"/>	(Tick which is appropriate)	7-12 months	<input type="checkbox"/>	13-24 months	<input type="checkbox"/>	More than 24 months	<input type="checkbox"/>
0-6 months	<input type="checkbox"/>	(Tick which is appropriate)								
7-12 months	<input type="checkbox"/>									
13-24 months	<input type="checkbox"/>									
More than 24 months	<input type="checkbox"/>									

Name of Tenderer:

Date:

Signature:

Full name of signatory:

ATTACH HERETO A STAMPED ORIGINAL OR COPY OF A LETTER FROM THE BANK TO THIS PAGE NOT OLDER THAN THREE (3) MONTHS

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM

 2.
Witness:



FORM G: MUNICIPAL UTILITY ACCOUNT

DECLARATION BY THE TENDERER

I the undersigned _____, has been duly

authorized to sign all documents with the Tender for Contract Number _____ on behalf of

_____ hereby make a declaration as follows:
 (referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.

2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____

DATE _____

FULL NAMES OF SIGNATORY _____

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER

BIDDER: Initial: Authorized signatory/ies: _____

DR. JSMLM
 1. Initial: DR. JSMLM
 2.

Witness:



ATTACH AN ORIGINAL OR A COPY OF A MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN ONE (1) MONTH)

Important: Note the following

- List and attach account(s) registered all in the name(s) of the Director(s) **AND** the Company on the declaration form attached hereto; or
- Attach a copy lease agreement along with the utility account of the Landlord, whereby the company or director is leasing the property.

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



FORM H: PREFERENCE SCHEDULE (MBD 6.1)

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
 - a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
 - (c) Price; and
 - (d) Specific Goals.
- 1.4 The maximum points for this bid are allocated as follows:

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

The specific goals based on the IDP for Dr JS Moroka local municipality are as per following.

- a) Empowerment of women.
- b) Empowerment of youth.
- c) Empowerment of previously disadvantaged through Race.
- d) BBBEE status level of contribution.
- e) Empowerment of business established in the municipal jurisdiction.
- f) Military veterans in line with Act no18 of 2011.
- g) People living with disability

For this Projects, specific goals shall be awarded as follows:

- a)Empowerment of previously disadvantage through Race (5 points)
- b)Empowerment of women (5 points)
- c) People living with disability (5 points)
- a)Military veterans in line with Act no18 of 2011. (5 points)

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM

 2.
Witness:



- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 1) B-BBEE Status level certificate issued by an authorized body or person;
 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

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

Where

P_s = Points scored for price of bid under consideration

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. Initial: DR. JSMLM

 2.

Witness:



Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	5	5
2	5	5
3	4	4
4	4	4
5	3	3
6	3	3
7	2	2
8	2	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.
Initial: DR. JSMLM

Witness:



- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[Tick applicable box]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM

 2.

Witness:



[Tick applicable box]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES:

1.

2.

.....
 SIGNATURE(S) OF BIDDER(S)

DATE:

.....

BIDDER: **DR. JSMLM**
 Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**

 2.

Witness:



ADDRESS:
.....
.....
.....

**ATTACH AN ORIGINAL OR A COPY OF B-BBEE STATUS VERIFICATION
CERTIFICATE**

NOTE THE FOLLOWING IN RESPECT OF B-BBEE CERTIFICATES:

1. Certificates attached hereto should be those issued by approved verification agencies as directed by the National Treasury and the DTI (Department of Trade and Industry)
2. Verification agencies should be approved by SANAS and Accounting Officers and Auditors should be approved in terms of the IRBA (Independent Regulatory Body for Auditors), and as prescribed by the Close Corporations Act for designation as an Accounting Officer
3. Copies of the B-BBEE certificate or sworn affidavit should be within the financial year of the issued bid or quotation.

Further information in respect of the above is obtainable from the National treasury and DTI websites and the **PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



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

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. Initial: DR. JSMLM
.....
2.
Witness:



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:
8.
 - (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;

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BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



- (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.

9. 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.
10. 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.
11. 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

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.

Witness:



FORM J: DECLARATION OF TENDERER'S LITIGATION HISTORY

Does the tenderer have any litigation with which tenderer (including its directors, shareholders or other senior members in previous companies) have been involved with any organ of state or state department within the last ten years?

If yes, furnish your details in table below.

YES	NO
-----	----

NB: It is compulsory for all bidders to sign this form

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



FORM K: PROOF OF PROFESSIONAL INDEMNITY IF APPLICABLE

NOT APPLICABLE FOR THIS TENDER

BIDDER:

Initial: Authorized signatory/ies:

.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



**FORM L: PROOF OF VALID CERTIFICATE OF GOOD STANDING WITH
COMPENSATION COMMISSIONER**

Affix Proof of Good Standing with Compensation Commissioner on this page

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



FORM M: PROOF OF MEMBERSHIPS WITH THE PROFESSIONAL BODIES

“Affix proof of membership with professional bodies as indicated on eligibility” if available

BIDDER:

Initial: Authorized signatory/ies:
.....

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



(Affix the CV's and Attachments in a form of a booklet to the following Page.)

ATTACH CV'S OF KEY PERSONNEL TO THIS PAGE

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.
Witness:



FORM O: SCHEDULE OF PREVIOUS EXPERIENCE

The procedure for the evaluation of responsive Bids will be on the minimum of five (5) previous **projects** where the firm was involved. Reference of clients **MUST** be provided. **Evaluation of the Tenderer’s position in terms of his previous experience. Emphasis will be placed on the following:**

- Experience of projects manager
- Experience of contracts of similar size

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Period work executed		Reference		
		Appointment Date	Completion Date	Name	Organisation	Tel no

BIDDER:
 Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.

Initial: DR. JSMLM

Witness:



FORM P: SCHEDULE OF CURRENT PROJECTS

Provide the following information on current projects
This information is material to the award of the Contract.

Description	Value (R) VAT excluded	Appointment Date	Expected Completion Date	Reference		
				Name	Organisation	Tel no

BIDDER: DR. JSMLM
 Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**

 2.
Witness:



3. Vehicles

Provide information on vehicles that you have available for this project.

Description:	Number of units	Registration Number

4. Size of enterprise and current workload

What was your turnover in the previous financial year? -----

What is the estimated turnover for your current financial year? -----

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.

Initial: DR. JSMLM

Witness:



FORM T: FUNCTIONALITY

The bidders have to comply with the following requirements before been considered for further 80/20 preferential point system evaluation.

This tender shall be evaluated using the following criteria:

The following points will be allocated for each of the above criteria

Project Director / Team Leader	25
Registration with professional body and Company experience and Location	75
Total	<u>100</u>

A firm must obtain a minimum of 70 points out of the 100 points or above to be considered for price and Specific goals
Evaluation criteria

A firm must obtain a minimum of 80 points out of the 100 points above to be considered for price and BBB-EE evaluation/ The functionality points shall be distributed as follows below:

Project Director / Team Leader : (Maximum Points obtainable 25)

Name of Project Director/Leader.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Post Graduate degree in Accounting, Auditing, Taxation and/or any other relevant qualification (Professional designation)	Yes	10	
Academic Qualifications (Note 1)	Honours Degree without professional registration	Yes	5	
	B-Degree without professional registration	Yes	1	
Sub- total			10	
		Elimination Factor		

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
 1.
 2.
Initial: DR. JSMLM

Witness:



Team Leader relevant qualification and experience (Maximum 20)	years' experience (below 7)		Yes	3	
	years' experience (7 years and above)		No	5	
	years' experience (10 years and above)		No	10	
Sub-total				10	
			Elimination Factor		
Current Employment (Note 5)	Full time employed by the contractor/Service Company		Yes	5	
Sub-total				5	
Total				25	

Registration with professional body and Company experience and Location (Maximum Points obtainable 75)

Address of Physical and other Resources [Physical Address of company] :

.....
 ..

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Location of the business (maximum 10)	Mpumalanga based enterprises	No	10	
	Limpopo and Gauteng based	NO	5	
	SA based	NO	1	
<i>Attach rates and taxes statement in the name of the Company or lease agreement</i>				
Sub-total			10	

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BIDDER:

Initial: Authorized signatory/ies:

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Registration with professional body (maximum 15)	Attach proof of registration Honours degree with CA (SA) or similar professional registration	No	15	
	Honours Degree without professional registration	NO	10	
	B-Degree without professional registration	NO	5	
Sub-total			15	

COMPANY EXPERIENCE

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Company experience in comparable projects	Previous similar contracts or services with municipalities 5 previous similar contracts	No	35	
	3 previous similar contracts	Yes	20	
	2 previous similar contracts	Yes	15	
Sub-total			35	
Other similar contracts	Previous similar contracts with any other organisation	No	5	
Sub-total			5	

BIDDER:

Initial: Authorized signatory/ies:

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



Team's relevant qualification and experience (Maximum points obtained 10) See Note 1 to 5

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Team's relevant qualification and experience	Degree in Accounting, Auditing, Taxation and/or any other relevant qualification (Professional designation)	Yes	5	
	years' experience (7 years and above)	No	5	
	years' experience (5 years and above)	No	3	
	years' experience (below 5 years)	No	1	
Sub-total			10	
Total			75	

BIDDER:

Initial: Authorized signatory/ies:

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



DR JS MOROKA LOCAL MUNICIPALITY

DEPARTMENT NAME: FINANCE DEPARTMENT

CONTRACT NO: JSM/FIN/26-29

**APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES
TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR
THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED.**

THE CONTRACT

THE CONTRACT

Part C1: Agreements and Contract Data

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

Part C2: Pricing Data

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

Part C3: Scope of Work

- C3 Scope of Work

Part C4: Site Information

- C4 Site Information

Part C5 : Additional Relevant Documents

- C5.1 Supply Chain Management Policy

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial: DR. JSMLM**
.....
2.

Witness:



DR JS MOROKA LOCAL MUNICIPALITY

DEPARTMENT NAME:FINANCE DEPARTMENT

CONTRACT NO: JSM/FIN/26-29

**APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES
TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR
THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED**

AGREEMENTS AND CONTRACT DATA

Part C1: Agreements and Contract Data

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.
Witness:



FORM C.1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

PROJECT NO: JSM/FIN/26-29

APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE SUB-TOTAL OF THE PRICES EXCLUSIVE OF VALUE ADDED TAX IS

.....
 Rand (in words); R (In figures).

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
 Rand (in words); R (In figures).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

<p>BIDDER: Initial: Authorized signatory/ies: </p>	<p style="text-align: center;"><u>DR. JSMLM</u></p> <p>1.</p> <p>2.</p>	<p>Initial: DR. JSMLM</p>
----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	----------------------------------

Witness:



Name(s) _____

Capacity _____

For the tenderer _____
(Name and address of organisation)

Name & Signature

Of Witness _____
Name Date

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Additional Documentation

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the

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BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: 1. **Initial:** DR. JSMLM
.....
2.

Witness:



parties.

Signature(s) _____

Name(s) _____

Capacity _____

For the tenderer _____
 (Name and address of organisation)

Name & Signature
 Of Witness _____
 Name Date

SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject

Details _____

2 Subject

Details _____

3 Subject

Details _____

BIDDER: Initial: Authorized signatory/ies: _____

DR. JSMLM
 1.
 2.
Initial: DR. JSMLM

Witness:



4 Subject

Details

5 Subject

Details

6 Subject

Details

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signatures (s) _____

Name(s) _____

Capacity _____

For the tenderer _____
(Name and address of organisation)

Name & Signature

Of Witness _____ Date _____

BIDDER: **DR. JSMLM**
Initial: Authorized signatory/ies: **1.** **Initial: DR. JSMLM**
.....
2.

Witness:



FOR THE EMPLOYER

Signatures (s) _____

Name(s) _____

Capacity _____

 (Name and address of Organisation)

Name & Signature

Of Witness _____ Date _____

CONTRACT DATA

DATA PROVIDED BY THE EMPLOYER

	Data
1	The Name of the Employer is Dr JS Moroka Local Municipality The address of the Employer is: 2601/3 Bongimfundo Street SIYABUSWA 0472 P/ Bag 4012 Siyabuswa 0472 Telephone: 013 973 1101
2	The Project is for the appointment of PROJECT NO: JSM/FIN/26-29 APPOINTMENT OF PANEL EXPERTS TO PROVIDE FINANCE ADVISORY SERVICES TO THE DR JS MOROKA LOCAL MUNICIPALITY OF FINANCE DEPARTMENT FOR THE PERIOD OF THIRTY-SIX [36] MONTHS AS AND WHEN REQUIRED
3	The Period of Performance is as per letter of appointment
4	The Service Provider may not release public or media statements or publish material related to the Services or Project without the written approval of the Employer.
5	The Service provision shall be completed as per letter of appointment

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BIDDER:

Initial: Authorized signatory/ies:

DR. JSMLM

1.

Initial: DR. JSMLM

2.

Witness:



6	The programme shall be submitted within seven (7) days of the acceptance of appointment.
7	The Service Provider shall provide the Professional Indemnity Insurance a minimum of R 500 000 per claim for a cover to be negotiated with the Client (If applicable)
8	The client shall not be responsible for any overtime worked or overtime payments made to the personnel of the Service Provider.
9	Copyright of document prepared for the project shall be vested with the Dr JS Moroka Local Municipality
10	Settlement of dispute is to be in terms of the Supply Chain Management Policy of the Dr JS Moroka Local Municipality, not excluding the provisions provided for in terms of rules / laws governing dispute resolution and employing services of the courts to remedy any dispute that may arise.
11	Service Provider will be paid in accordance with the Dr JS Moroka Local Supply Chain Management Policy.
12	Contract Price adjustment will apply in accordance to inflation rate using the appropriate formula
13	A Service Provider may subcontract any work in relation to the terms and conditions of their scope of work.

PART 1: DATA PROVIDED BY THE SERVICE PROVIDER

1.	The Service Provider is Address: Telephone: Facsimile:
2	The authorised and designated representative of the Service Provider is: Name: The address for receipt of communications is: Telephone: Facsimile:

BIDDER: Initial: Authorized signatory/ies:

DR. JSMLM
1. **Initial:** DR. JSMLM
2.

Witness:



	Address:																		
3	The Key Persons and their jobs / functions in relation to the services are:																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No</th> <th style="width: 50%;">Name</th> <th style="width: 40%;">Specific Duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	No	Name	Specific Duties															
No	Name	Specific Duties																	

C.2.1 PRICING INSTRUCTIONS

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
- 5. All rates and amounts must be completed by hand in black Ink.**
6. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
7. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such

BIDDER: Initial: Authorized signatory/ies:	<p style="text-align: center;"><u>DR. JSMLM</u></p> <p>1.</p> <p>2.</p>	Initial: DR. JSMLM
---------------------------------------------------------------	------------------------------------------------------------------------------------------	---------------------------

Witness:



additional work on the rates inserted in the schedule by the tenderer.

8. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and terms of reference, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.
 - Quantity (Qty): The number of units of work/service provision for each item.
 - Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
 - Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.
 - Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, but of which the quantity of work is not measured in units.

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Witness:



C 2.2. TERMS OF REFERENCE

CONTRACT NO: JSM/FIN/26-29

APPOINTMENT OF A PANEL EXPERTS TO PROVIDE FINANCE ADVISORY
SERVICESTO THE DR JS MOROKA LOCAL MUNICIPALITY OF THE FINANCE
DEPARTMENT FOR THIRTY-SIX (36) MONTHS AS AND WHEN REQUIRED

SCOPE OF WORK

Part C3: Scope of Work

C3 Scope of Work

BIDDER:

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2.

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DR JS MOROKA LOCAL MUNICIPALITY



TENDER DOCUMENT
: JSM/FIN/26-29

C3 SCOPE OF WORK

**APPOINTMENT OF A PANEL EXPERTS TO PROVIDE FINANCE ADVISORY
SERVICESTO THE DR JS MOROKA LOCAL MUNICIPALITY OF THE FINANCE
DEPARTMENT FOR THIRTY-SIX (36) MONTHS AS AND WHEN REQUIRED**

BACKGROUND

BIDDER:

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DR. JSMLM

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Witness:



1. DESCRIPTION OF WORK

To request for proposals from individuals, business formations and banks or financial services companies to serve on the financial services advisory panels for BUDGET AND TREASURY OFFICE of the Dr JS Moroka Local Municipality with reference to revenue enhancement (maximum leveraging of all revenue sources) and optimisation (maximum recovery of all revenue due to the municipality), funding strategies and accounting services as well as the legal implications relating to funding and or any other contracts between the municipality and third parties. BIDDERS HAVE THE OPTION TO BID FOR ONE OR MORE THAN ONE PANEL.

The following panels are proposed:

- Revenue Management and Operational Implementation Services
- Accounting services
- Compilation of a GRAP compliant Fixed Asset Register
- Income Tax and Value Added Tax Services

1. SCOPE OF WORK

1.1 PANEL 1: REVENUE MANAGEMENT AND OPERATIONAL IMPLEMENTATION SERVICES

- 1.1.1 Municipal Standard Chart of Accounts (mSCOA)
- 1.1.2 Municipal services billing operations advisory
- 1.1.3 Process analysis and mapping
- 1.1.4 Revenue optimisation strategies
- 1.1.5 Credit control and debt management processes
- 1.1.6 Customer management processes
- 1.1.7 Revenue management initiatives and implementation
- 1.1.8 Data Cleansing
- 1.1.9 Indigent consumer audits and management

1.2 PANEL 2: ACCOUNTING SERVICES

- 1.2.1 Financial Compliance Reporting Review
- 1.2.2 Review of Interim and Annual Financial Statement
- 1.2.3 Review of Unauthorised and Irregular assessment, reporting and disclosure
- 1.2.4 Employee benefits valuation
- 1.2.5 Provision for rehabilitation valuation

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- 1.2.6 GRAP 104 valuation and disclosure

- 1.3 PANEL 3: COMPILATION OF A GRAP COMPLIANT FIXED ASSET REGISTER
 - 1.3.1 Asset management (Fixed Asset Register) GRAP 12,16, 17 & 31
 - 1.3.2 Operating and Finance
 - 1.3.3 And any other asset management requirement and standards

- 1.4 PANEL 4: VALUE ADDED TAX SERVICES
 - 1.4.1 Taxation and Value Added Tax (VAT) compliance review
 - 1.4.2 Review of monthly reconciliation
 - 1.4.3 Audit support

2. SPECIFIC REQUIREMENTS FROM BIDDERS

2.1 REVENUE MANAGEMENT AND OPERATIONAL IMPLEMENTATION SERVICES

Some of the initiatives identified by the strategy processes may include detailed operational interventions. These will require the following services to be provided.

- Revenue and billing operations consulting
 - Revenue generation techniques
- Billing operations and collections
- Billing analysis
 - Revenue management techniques
- Revenue Enhancement Techniques
 - Identify and prepare new enhancement projects including feasibility assessments and implementation of new projects
 - Revenue assurance and protection services
 - Revenue Audit
 - Customer audits
- Credit control and debtors management
 - Credit control processes, methodology and measurement
 - Credit control systems
 - Debt management processes, methodology and measurement

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- Debt collection
- Debt management systems
- Indigent services
 - Registration services
 - Verification services
 - Indigent audit services

2.2 ACCOUNTING SERVICES

To support the reporting functions of the BUDGET AND TREASURY OFFICE by providing the following accounting and related areas services:

Daily accounting functions:-

Monthly reconciliations on creditor account statements.

- Monthly general ledger account reconciliations.
- Opinions on compliance to the Generally Recognised Accounting Practice (GRAP) Standards.
- Assistance in the calculation of estimates of account balances and transactions which require specialist knowledge.
- Legal opinions on legislation which has a financial impact on the municipality and their municipal entities.
- Assist the municipal departments in providing accurate and complete information for consolidation.
- Assist municipal departments in providing accurate and complete budgeted information to other organs of state.
- Assist the municipality with the compilation of annual financial statements and annual reports.
- Any other financial functions as deemed necessary.

2.3. COMPILATION OF A GRAP COMPLIANT FIXED ASSET REGISTER

To support the reporting functions of the BUDGET AND TREASURY OFFICE by providing the following accounting and related areas services:

- Compilation of a GRAP Compliant Fixed Asset Register (GRAP 12,16, 17 & 31)
- Compilation of the Operating and Finance lease schedule
- And any other asset management requirement and standards

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2.4 INCOME TAX AND VALUE ADDED TAX SERVICES

To support the reporting functions of the BUDGET AND TREASURY OFFICE by providing the following Tax and VAT and related areas services:

- Assist in ensuring compliance to the applicable taxation regulations and legislation,
- Supervise the right working relationship with SARS
- Submit relevant documentary proof as required related to review
- Assist to Handle enquiries from SARS
- Support during the audit process

3. EVALUATION CRITERIA

The following requirements must also be meet:

3.1 Respondents must have at least 5 years track record in providing the

above mentioned services within a municipal environment

3.2 The Dr JS Moroka Local Municipality will only accept rates up to the maximum based on the guidelines provided by the relevant professional bodies such as SAICA, The Law Society etc.

3.3 Respondents must be registered with the relevant bodies and provide proof of such registration

3.4 Have appropriate and working knowledge and experience on GRAP Standards for Panel 3

3.5 Have appropriate Tax and VAT legislation knowledge and experience for Panel 4

3.6 Have knowledge of VAT treatment on the Munsoft system for Panel 4

3.7 References: A Comprehensive company profile detailing all previous

experience specifically mentioning contracts with municipalities if any, and any other organisations. The profile should include a list of contactable references clearly showing: **Name of the Institution, name of contact persons, contact persons' telephone numbers, cell phone numbers, email and physical addresses.**

3.8 Demonstrate knowledge of ALL legislation governing municipalities

3.9 Indicate the preferred panel for which the bid is submitted

3.10 The Dr JS Moroka Local Municipality reserves the right

NOT TO APPOINT ANY BIDDER

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OR TO APPOINT A SINGLE BIDDER OR TO APPOINT MORE THAN ONE BIDDER

3.11 Bidders should sign for any amendments or changes made to their submissions

3.12 Tenderers must submit with their tender documents the following documentation:

Municipal account(s), utility bill(s) (not ow) or lease agreement(s) in the name of the company or director(s) to confirm the good standing of the bidder

Original valid tax clearance certificate (SARS PIN)

Proof of registration with the Central Supplier Database

Original valid BBBEE certificate or Sworn Affidavit

NB THE APPOINTED BIDDER WILL THEN BE FURNISHED WITH ALL UNDERWRITING INFORMATION

TOTAL AMOUNT TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER)

.....
Signature

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Date

.....
Capacity

BIDDER: DR. JSMLM
Initial: Authorized signatory/ies: **1.** **Initial:** DR. JSMLM
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2.

Witness: