

**T1.2 TENDER DATA**

**TENDER DATA**

Clause	
1	<p>The Employer is: Thembisile Hani Local Municipality Stand No.24, Opposite Police Station Kwaggafontein C Mpumalanga 0458</p>
2	<p style="text-align: center;"><b>The tender document's contents is as follows:</b></p> <p><b>Part T1: Tendering procedures:</b>  T1.1 Tender notice and invitation to tender  T1.2 Tender Data</p> <p><b>Part T2: Returnable documents</b>  T2.1 Returnable Schedules required for Tender Evaluation</p> <p><b>The Contract</b></p> <p><b>Part C1: Agreements and contract data</b>  C1.1 Form of Offer and Acceptance  C1.2 Contract Data  C1.3 Form of Guarantee</p> <p><b>Part C2: Pricing data</b>  C2.1 Pricing instructions  C2.2 Bills of quantities</p> <p><b>Part C3: Scope of work</b>  C3.1 Description of Works</p> <p><b>Part C4: Annexures</b>  C4 1 : Supply Chain Management Policy</p>
3	<p><b>Interpretation</b></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><b>Communication.</b></p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Accounting Officer:</u></th> <th style="text-align: left; padding: 5px;"><u>Procurement Enquiries:</u></th> <th style="text-align: left; padding: 5px;"><u>Technical Enquiries:</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Mr. D.J.D Mahlangu</td> <td style="padding: 5px;">Mr G. Rapolai</td> <td style="padding: 5px;">Mr. T.E Baloyi</td> </tr> <tr> <td style="padding: 5px;">Private Bag X4041</td> <td style="padding: 5px;">Private Bag X4041</td> <td style="padding: 5px;">Private Bag X4041</td> </tr> <tr> <td style="padding: 5px;">Kwaggafontein C</td> <td style="padding: 5px;">Kwaggafontein C</td> <td style="padding: 5px;">Kwaggafontein C</td> </tr> <tr> <td style="padding: 5px;">Mpumalanga</td> <td style="padding: 5px;">Mpumalanga</td> <td style="padding: 5px;">Mpumalanga</td> </tr> <tr> <td style="padding: 5px;">0458</td> <td style="padding: 5px;">0458</td> <td style="padding: 5px;">0458</td> </tr> <tr> <td style="padding: 5px;">Tel : 013 986 9100</td> <td style="padding: 5px;">Tel : 013 986 9233</td> <td style="padding: 5px;">Tel : 013 986 9106</td> </tr> </tbody> </table>	<u>Accounting Officer:</u>	<u>Procurement Enquiries:</u>	<u>Technical Enquiries:</u>	Mr. D.J.D Mahlangu	Mr G. Rapolai	Mr. T.E Baloyi	Private Bag X4041	Private Bag X4041	Private Bag X4041	Kwaggafontein C	Kwaggafontein C	Kwaggafontein C	Mpumalanga	Mpumalanga	Mpumalanga	0458	0458	0458	Tel : 013 986 9100	Tel : 013 986 9233	Tel : 013 986 9106
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	<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 or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the THLM within hundred and twenty (120) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p>																					
5	<p><b>The Employer's right to accept or reject any tender offer</b></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 Thembisile Hani Local Municipality.</p>																					
6	<p><b>Cost of Tendering</b></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>																					
7	<p><b>Check documents</b></p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> <p><b>Thembisile Hani Local Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel, as well as the BBB-EE certificate) for review and certification by its Commissioner of Oath.</b></p>																					
8	<p><b>Confidentiality and Copyright of Documents.</b></p> <p><b>Confidentiality and Copyright of Documents.</b></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> <p><b>In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by THLM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify THLM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.</b></p>																					

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9	<p><b>Submitting tender offer:</b></p>
	<p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked with project description.</p> <p><b>Location of tender Box:</b> Thembisile Hani Local Municipality Building, municipal entrance.</p> <p><b>Physical Address:</b> Thembisile Hani Local Municipality, Stand No.24 Kwaggafontein C, Mpumalanga, 0458.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p>
10	<p><b>Closing Time:</b></p>
	<p>The time and location for opening of the Tender offers are:</p> <p><b>Closing Time: 12h00pm</b></p> <p><b>Closing Date: 19 May 2026</b></p> <p><b>Location:</b> Thembisile Hani Local Municipality Stand No.24 Kwaggafontein C Mpumalanga 0458.</p> <p>Tenders will be opened in public at the same time.</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 THLM.</p>
11	<p><b>Pricing the tender</b> State the rates and prices in Rands</p>
12	<p><b>Declaration Certificate for Local Production and Content for Designated Sectors</b> <b>Local Content is NOT APPLICABLE on this project.</b></p>
13	<p><b>Tender Offer Validity</b> The Tender offer validity period is <b>120 days</b> from the closing date.</p>
14	<p><b>Tender clarification after submission</b> 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>

15	<p><b>Tender evaluation points</b></p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.</p>								
	<p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> <li>(a) Price; and</li> <li>(b) Specific Goals</li> </ul>								
18	<p>The maximum points for this bid are allocated as follows:</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;"><b>POINTS</b></th> </tr> </thead> <tbody> <tr> <td><b>PRICE</b></td> <td style="text-align: center;"><b>80</b></td> </tr> <tr> <td><b>Specific Goals</b></td> <td style="text-align: center;"><b>20</b></td> </tr> <tr> <td><b>Total points for Price and Specific Goals must not exceed</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table>		<b>POINTS</b>	<b>PRICE</b>	<b>80</b>	<b>Specific Goals</b>	<b>20</b>	<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>
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	<p><b>Evaluation of Tenders</b></p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be terms of the Supply Chain Management Policy of the THLM.</p> <p><b>The following steps will be followed in evaluation;</b></p> <ol style="list-style-type: none"> <li>1. Determination of whether or not tender offers are complete.</li> <li>2. Determination of whether or not tender offers are responsive.</li> <li>3. Determination of the reasonableness of tender offers.</li> <li>4. Confirmation of the eligibility of preferential points claimed by tenderers.</li> <li>5. Determination of expertise and experience of tenderers.</li> <li>6. Awarding of points for financial offer.</li> <li>7. Ranking of tenderers according to the total points</li> <li>8. Performance of risk analysis by checking the credit record of the tenderers</li> </ol>								
19	<p><b>Technical adjudication and General Criteria</b></p> <ul style="list-style-type: none"> <li>▪ Tenders will be adjudicated in terms of inter alia:</li> <li>▪ Compliance with Tender conditions</li> <li>▪ Technical specifications</li> </ul> <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 warrants <b>REJECTION</b></p>								

	<p><b>OF THE TENDER</b>, for example</p> <ul style="list-style-type: none"> <li>▪ A valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted.</li> <li>▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted.</li> <li>▪ If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>▪ If any tender document is tempered with or it is unbundled or unbundled.</li> <li>▪ Scratching out without initialling next to the amended rates or information.</li> <li>▪ Writing over / painting out rates / the use of correction fluid without initialising or the use of any erasable ink, e.g. pencil.</li> <li>▪ The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form D – “Authority for Signatory”</b></li> <li>▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.</li> <li>▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>▪ The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>▪ The Tender has been submitted after the relevant closing date and time</li> <li>▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.</li> <li>▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.</li> </ul>
20	<p><b>Size of enterprise and current workload</b></p> <p><b>Evaluation of the Tenderer’s position in terms of:</b></p> <ol style="list-style-type: none"> <li>1. Previous and expected current annual turnover</li> <li>2. Current contractual obligations</li> <li>3. Capacity to execute the contract</li> </ol>
21	<p><b>Previous experience</b></p> <p>The procedure for the evaluation of responsive Bids will be on the <b>completed projects</b> where the firm was involved. Reference of clients <b>MUST</b> be provided.</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last three (3) years.</p> <p>Evaluation of the Tenderer’s position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Experience in the relevant technical field</li> <li>▪ Experience of contracts of similar size</li> </ul>
	<p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p>

22	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>▪ Determine whether a valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted.</li> </ul>
	<p>If the Tender does <b>not</b> meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
23	<p><b>Penalties</b></p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> <li>▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.</li> <li>▪ Impose a financial penalty at the discretion of Council</li> <li>▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years.</li> </ul>
24	<p><b>Evaluation Method 4</b></p> <p>Which entails the balance between financial offer, preferences and Quality and 80-20 points system, will be adopted.</p>
25	<p><b>The additional conditions of Bid Document</b></p> <ol style="list-style-type: none"> <li>1. Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>2. The Thembisile Hani 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.</li> </ol>

**FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE**

It must be noted that a total of **35 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned in the table below failure which a tender shall be automatically eliminated from any further evaluation.

<b>Evaluation Criteria</b>	<b>Evaluation Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Completing tender document (Note 01)	Must initial every page in the tender document, signing the tender document in full	Yes	5	
Company registration (Note 02)	A Proof of Company Registration with Company and Intellectual Property Commission (CIPC) and proof of shareholding.	Yes	5	
Delegation of Authority (Note 03)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Tax Verification Pin (Note 04)	Copy of Tax Registration and Compliance with South African Revenue Service (SARS) and a pin	Yes	5	
Municipal Account (Note 05)	A statement of municipal account statement not in arrears for a period of 90 days must be attached.	Yes	5	
CSD Report (Note 06)	A copy of Central Supplier Database (CSD) report must be attached.	Yes	5	
Companies or Directors Professional registration (Note 07)	Proof of registration with Association of Fraud Examiners (ACFE) or Institute of Commercial Forensic Practitioners (ICFP) or Registration with Legal Practice Council of South Africa (LPC)	Yes	5	
<b>Minimum 35 points</b>				

**Note 01: Completing the tender document**

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initiated accordingly and required documentation attached. Failure which shall warrant an automatic elimination of tender from any further evaluation. Not make any alteration or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited. Failure to complete the tender document in full shall warrant an automatic elimination of tender from any further evaluation.

**Note 02: Company registration**

A proof of company registration in the form of a copy from the Companies and Intellectual Property Commissions (CIPC) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of the tender from any further evaluation.

**Note 03: Delegation of Authority**

In the case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In the case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the delegation of authority shall warrant an automatic elimination of tender from any further evaluation.

**Note 04: SARS Tax Verification PIN**

SARS of tax registration pin and compliance with relevant tax legislation document in a form of a valid SARS Verification Pin certificate shall be attached. Failure to attach the TAX PIN certificate shall warrant an automatic elimination of tender from any further evaluation.

**Note 05: Municipal Account**

Attach an original or a copy of a municipal utility account (not older than three (3) months) and the account must not be in arrears for more 90 days of any of the registered Director(s) or Company. Attach a copy lease agreement along with the utility account of the Landlord, whereby the company is leasing the property it's operating from. Failure to attach the municipal account document/s shall warrant an automatic elimination of tender from any further evaluation.

**Note 06: CSD Report**

A copy of the Central Supplier Database (CSD) report of the company which is not older than 1 (one) month must be attached. Failure to attach the CSD report shall warrant automatic elimination from any further evaluation.

**Note 07: Directors' Professional Registration**

A certified copy of registration with professional body must be attached and must be valid at the time of closing of tenders. Proof of registration with either The Association of Fraud Examiners (ACFE) or Institute of Commercial Forensic Practitioners (ICFP) or South African Institute of Chartered Accountants (SAICA). Failure to attach the professional registration shall warrant an automatic elimination of tender from any further evaluation.

#### 4.4 SECOND STAGE OF EVALUATION: FUNCTIONALITY

The Firm's tender responsiveness in relation to points is therefore summarised as follows:

Summary of Functionality	
Organising and Staffing	65
Experience of Firm	30
<b>Total</b>	<b>95</b>

**A firm must obtain a minimum of 71 points out of the 95 points above to be considered for price and evaluation on Specific Goals.**  
**Organising and Staffing (Maximum points obtainable 65)**

**Project Director/ Team Leader:** **(Maximum points obtainable 25)**

**Name:**.....

Evaluation Criteria	Minimum Required	Points Obtainable	Points Claimed
Academic qualifications (Note 09)	- NQF level 9 and above in Master's degree in Forensic Auditing, Forensic Investigations, Cyber Crime, Criminal Prosecution, Risk Management, Master of Law	15	
	Honours Degree/Post Graduate Diploma/NQF Level 8 in Forensic Auditing, Accounting, Forensic Investigations, Cyber Crime, Criminal Prosecution or Risk Management, Bachelor of Law	10	
	Bachelor's Degree or B-Tech Degree or Advanced Diploma/NQF level 7 in Forensic Auditing, Accounting, Forensic Investigations, Cyber Crime, Criminal Prosecution, Risk Management	5	
<b>Sub-total</b>		<b>15</b>	
Involvement in similar projects confirmed on the CV (Referral Letters)	<b>Number of Investigation Projects Executed</b>	<b>Points Obtainable</b>	<b>Points Claimed</b>
	4 Projects – 6 Projects	3	
	7 Projects– 9 Projects	4	
	10 Projects and above	6	

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<b>Sub total</b>		<b>6</b>	
<b>Professional Registration</b> (Proof or copy of valid membership must be attached)	Registration with one of the following bodies; Association of Fraud Examiners (ACFE), Institute of Commercial Forensic Practitioners (ICFP) or Registration with Legal Practice Council of South Africa (LPC), South African Institute of Chartered Accountants (SAICA)	<b>4</b>	
<b>Subtotal</b>		<b>4</b>	
<b>Total</b>		<b>25</b>	

**Manager: Forensic Investigation**

**(Maximum points obtainable 20)**

**Name:** .....

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Points Obtainable</b>	<b>Points Claimed</b>	
Academic qualifications (Note 10)	Honours Degree/Post Graduate Diploma/NQF Level 8 in Forensic Auditing, Accounting, Forensic Investigations, Cyber Crime, Criminal Prosecution or Risk Management, Bachelor of Law	10		
	Bachelor's Degree or B-Tech Degree or Advanced Diploma/NQF level 7 in Auditing, Accounting, in Forensic Auditing, Forensic Investigations, Cyber Crime, Criminal Prosecution, Risk Management	5		
<b>Sub-total</b>		<b>10</b>		
Professional Certification/Registration	Registration with one of the following bodies; Association of Fraud Examiners (ACFE), Institute of Commercial Forensic Practitioners (ICFP) or Registration with Legal Practice Council of South Africa (LPC), South African Institute of Chartered Accountants (SAICA)	5		
<b>Sub-total</b>		<b>5</b>		
Involvement in similar projects confirmed on the CV	<b>Number of Investigation Projects Executed</b>	<b>Elimination Factor</b>	<b>Points Obtainable</b>	<b>Points Claimed</b>
	1 Project – 4 Projects		1	

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	5 Projects – above	5	
<b>Sub total</b>		<b>5</b>	
<b>Total</b>		<b>20</b>	

**NOTE: SHOULD THE FORENSIC INVESTIGATION OFFICER BE THE SAME AS THE PROJECT DIRECTOR / TEAM LEADER ZERO POINTS WILL BE ALLOCATED**

**Senior Forensic Investigator**

***(Maximum Point obtainable 20)***

**Name:.....**

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Points Obtainable</b>	<b>Points Claimed</b>
Academic qualifications (Note 09)	Bachelor’s Degree or B-Tech Degree or Advanced Diploma/NQF level 7 in Forensic Auditing, Accounting, Forensic Investigations, Cyber Crime, Criminal Prosecution, Risk Management	10	
	Three years National Diploma (NQF Level 6) in Forensic Auditing, Forensic Investigations, Accounting, Cyber Crime, Criminal Prosecution, Risk Management	5	
<b>Sub-total</b>		<b>10</b>	
Professional Certification/Registration	Registration with one of the following bodies; Association of Fraud Examiners (ACFE), Institute of Commercial Forensic Practitioners (ICFP) or Registration with Legal Practice Council of South Africa (LPC), South African Institute of Chartered Accountants (SAICA)	<b>4</b>	
<b>Sub-total</b>		<b>4</b>	
Involvement in similar projects confirmed on the CV	<b>Number of Investigation Projects executed</b>	<b>Points Obtainable</b>	<b>Points Claimed</b>
	2 projects – 4 projects	3	
	5 Projects and above	6	
<b>Sub total</b>		<b>6</b>	

<b>Total</b>	<b>20</b>	
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**NOTE: SHOULD THE SENIOR FORENSIC INVESTIGATOR BE THE SAME AS THE FORENSIC INVESTIGATOR ZERO POINTS WILL BE ALLOCATED**

**EXPERIENCE OF FIRM (Maximum Points obtainable 30)**

Evaluation Criteria	Minimum Required	Points Obtainable	Points Claimed
Experience of the firm in executing forensic Investigations within the public and private sectors  (Note 10)	4 Forensic Investigation assignments/Projects to 6 Forensic Investigation assignments/Projects	20	
	7 Forensic Investigation projects/assignments and above	30	
<b>Sub-total</b>		<b>30</b>	
<b>Maximum Points obtainable</b>		<b>30</b>	

**TOTAL SCORE: \_\_\_\_\_/95**

**Note 09: Copies of Certificates and Qualifications including Identity Document**

Please note that all copies of certificates and qualifications including the Identity documents must be certified. Failure to attach certified copies will make the bidder to forfeit the points claimed.

**Note 10: Experience of the Firm**

On the experience of the firm the bidder must attach the copies of completed projects/Appointment Letters/Referral Letters which confirms that the firm has provided forensic investigation services to their clients. Failure to attach the copies will make the bidder to forfeit the points claimed.