



## TENDER DATA

Clause						
1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050					
2.	<b>Tendering procedures:</b> Tender notice and invitation to tender Tender Data  <b>Returnable documents</b> Returnable Schedules required for Tender Evaluation  <b>The Contract</b> <b>Agreements and contract data</b> Form of Offer and Acceptance Contract Data  <b>Pricing data</b> Pricing instructions Bills of quantities  <b>Terms of Reference</b> Terms of Reference  <b>Additional Relevant Documents</b> Supply Chain Management Policy					
3.	<b>Interpretation</b>  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.					
4.	<b>Communication.</b>  The Employer's Representative is; <table><tr><td><b><u>Accounting Officer</u></b>  Mrs MM Skosana P.O. Box 437 Middelburg 1050 013 249 2006</td><td><b><u>Procurement Eng.</u></b>  Mr SI Masilela Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</td><td><b><u>Technical Enquiries</u></b>  Ms. NM Shabangu/VM Phetla P.O. Box 437 Middelburg 1050 Tel: 013 249 2065/2053</td></tr></table>			<b><u>Accounting Officer</u></b>  Mrs MM Skosana P.O. Box 437 Middelburg 1050 013 249 2006	<b><u>Procurement Eng.</u></b>  Mr SI Masilela Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7	<b><u>Technical Enquiries</u></b>  Ms. NM Shabangu/VM Phetla P.O. Box 437 Middelburg 1050 Tel: 013 249 2065/2053
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**APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR THE REPAIRS, MAINTANANCE AND SERVICE OF MUNICIPAL POOL VEHICLES, EMERGENCY SERVICES VEHICLES AND EQUIPMENTS FOR NKANGALA DISTRICT MUNICIPALITY FOR THE PERIOD OF 36 MONTHS**

<b>4.1</b>	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.
<b>5.</b>	<b>The Employer's right to accept or reject any tender offer</b> <ul style="list-style-type: none"> <li>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 Nkangala District Municipality.</li> <li>The number of recruited companies for this tender will be capped to <b>five</b> companies</li> </ul>
<b>6.</b>	<b>Tenderer Obligations</b>
<b>6.1</b>	The Council retains the right to call for any additional information that it may deem necessary.
<b>6.2</b>	<p>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.</p> <p>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"> <li>Control</li> <li>Management</li> <li>Operations</li> <li>Risk</li> <li>Profit and Loss</li> </ol>
<b>6.3</b>	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.
<b>6.4</b>	At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated
<b>7.</b>	<b>Tender Eligibility</b> <p>Tenderers must meet or employ staff that meet the following criteria:</p> <ul style="list-style-type: none"> <li>Must have a workshop for service and repair of specialized vehicles or an agreement with one of the companies specializing in service and maintenance of such vehicles. Proof of ownership or leasing agreement be attached.</li> </ul>
<b>8.</b>	<b>Compensation of tendering</b>



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THE PERIOD OF 36 MONTHS**

	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.						
<b>9.</b>	<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>Nkangala District 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 for review and certification by its Commissioner of Oath.</b></p>						
<b>10.</b>	<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 NDM, 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 NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.</b></p>						
<b>11.</b>	<p><b>Clarification Meeting</b> The compulsory clarification meeting will be held as follows:</p> <table border="1"> <tr> <td>Date</td><td>16 February 2024</td></tr> <tr> <td>Time</td><td>10H00</td></tr> <tr> <td>Venue</td><td>Thembisile Hani Fire Station</td></tr> </table>	Date	16 February 2024	Time	10H00	Venue	Thembisile Hani Fire Station
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<b>12.</b>	<b>Submitting tender offer:</b>						
<b>12.1</b>	No Tender document will be considered unless submitted on Council's Official Tender Document						
<b>12.2</b>	Return all the returnable documents to the employer after completing them as per details on T2.1 below.						
<b>12.3</b>	<p>Tenders must be deposited in the tender box clearly marked:</p> <p><b>APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR THE REPAIRS, MAINTANANCE AND SERVICE OF MUNICIPAL POOL VEHICLES, EMERGENCY SERVICES VEHICLES AND EQUIPMENTS FOR NKANGALA DISTRICT MUNICIPALITY FOR THE PERIOD OF 36 MONTHS</b> <b>Location of tender Box:</b> Main Entrance Ground floor Nkangala DM Building</p> <p><b>Physical Address:</b> Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p>						



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<b>13.</b>	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.
<b>14.</b>	All tender received by the Nkangala District Municipality will remain in the Municipality's possession as confidential until after the award is made.
<b>15.</b>	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
<b>16.</b>	<b>Closing Time: 12H00</b>
<b>16.1</b>	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00 pm</p> <p>Closing Date: 11 March 2024</p> <p>Location: Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</p>
<b>17.2</b>	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 bidder or persons not concerned with such process until the award of the Tender has been announced by the NDM.
<b>18</b>	<p><b>Pricing the tender</b></p> <p>State the rates and prices in Rand.</p>
<b>19</b>	<p><b>Alterations to the Tender Documents.</b></p> <p><b>No</b> 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>
<b>20</b>	<p><b>Alternative tender offer.</b></p> <p><b>No</b> alternative tender offers will be considered or accepted.</p>
<b>21</b>	<p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is <b>90</b> days from the closing date.</p>
<b>22</b>	<p><b>Tender clarification after submission</b></p> <p>A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>
<b>23</b>	<b>Tender evaluation points</b>
<b>23.1</b>	The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
<b>23.2</b>	Preference points for this bid shall be awarded for:



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	(a) Price; and (b) Specific Goals												
<b>23.4</b>	<p>The maximum points for this bid are allocated as follows:</p> <table border="1"> <tr> <th></th><th>POINTS</th></tr> <tr> <td><b>PRICE</b></td><td><b>80</b></td></tr> <tr> <td><b>SPECIFIC GOALS</b></td><td><b>20</b></td></tr> <tr> <td><b>Total points for Price and Specific Goals</b></td><td><b>100</b></td></tr> </table>		POINTS	<b>PRICE</b>	<b>80</b>	<b>SPECIFIC GOALS</b>	<b>20</b>	<b>Total points for Price and Specific Goals</b>	<b>100</b>				
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<b>24.</b>	<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 in terms of the Supply Chain Management Policy of the NDM.</p>												
<b>24.1</b>	<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 bidders.</li> <li>5. Determination of expertise and experience of bidders.</li> <li>6. Awarding of points for financial offer.</li> <li>7. Ranking of bidders according to the total points</li> <li>8. Performance of risk analysis by checking the capacity of the bidders</li> </ol>												
<b>24.2</b>	<p><b>Evaluation Criteria</b></p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous projects where the firm was involved.</p>												
<b>25.</b>	Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.												
<b>26.</b>	<b>Evaluation Criteria</b>												
	<p>The Consulting Firm's tender responsiveness in relation to points is therefore summarized as follows:</p> <table> <tr> <td>Project Director/ Leader</td><td>35</td></tr> <tr> <td>Technician/Support Officer</td><td>25</td></tr> <tr> <td>Physical and other resources</td><td>10</td></tr> <tr> <td>Accreditation</td><td>15</td></tr> <tr> <td>Experience of firm</td><td>15</td></tr> <tr> <td>Sub-Total</td><td><u>100</u></td></tr> </table> <p><b><u>A firm must obtain a minimum of 70 points out of the 100 points above to be considered for price and specific goals.</u></b></p> <p><b>Project Director/ Team Leader: (Maximum Points obtainable 35)</b></p>	Project Director/ Leader	35	Technician/Support Officer	25	Physical and other resources	10	Accreditation	15	Experience of firm	15	Sub-Total	<u>100</u>
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THE PERIOD OF 36 MONTHS**

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Academic qualification (Note 1)	N3 Certificate in mechanical engineering [Fitter or Diesel Mechanic]	Yes	10	
Academic qualification (Note 1)	TRADE TEST CERTIFICATE (fitter/Diesel mechanic)	Yes	10	
<b>Sub-total</b>			<b>20</b>	
Years of experience after qualification (Note 3)	1-2	No	2	
	3-4	No	3	
	4-5	No	4	
	6 upwards	No	5	
<b>Sub-total</b>			<b>5</b>	
Involvement in comparable projects (Note 4) in fire emergency vehicle, pumps or similar work	2- 3	No	2	
	4-5	No	3	
	5-6	No	4	
	7 and above	No	5	
<b>Sub-total</b>			<b>5</b>	
Current Employment (Note 5)	Full time employed by the Firm	No	5	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>35</b>	

**Technician/Support Officer:** (Maximum Points obtainable 25)

**Name of Technician /Support Officer:** .....

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Eliminati on Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Academic Qualifications (Note 1)	N3 Certificate in mechanical engineering [Fitter or Diesel Mechanic]	No	5	
	TRADE TEST CERTIFICATE (fitter/Diesel mechanic)	No	5	
<b>Sub-total</b>			<b>10</b>	
Years of experience after qualification (Note 2)	2- 3	No	1	
	4 – 5	No	2	
	6 and above	No	5	



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<b>Sub-total</b>			<b>5</b>	
Involvement in comparable projects (Note 4) in fire emergency vehicle, pumps or similar work	2-3	No	1	
	4-5	No	2	
	6 and above	No	5	
<b>Sub-total</b>			<b>5</b>	
Current Employment (Note 4)	Full time employed by the Firm	No	5	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>25</b>	

**Physical and other resources:** (Maximum Points obtainable 10)

**Address of Physical and other Resources [Physical Address of workshop]:**

.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Availability of Physical and Other Resources [Service workshop/ premises] owned or leased.	A company must have at least one Service workshop where all services and repairs of emergency services vehicles will be carried	Yes	10	
<b>Sub-total</b>			<b>10</b>	



**Accreditation certificates or Agreements with Accredited Service and maintenance companies for specialized vehicles and Equipment's**

**(Maximum points obtained 15)**

**Accreditation Certificates.....**

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Rescue tools (note2)	Accreditation for service and repairs of rescue tools	Yes	5	
Small and Major Pumper [Fire Engines]	Accredited as service provider for service and repair of Emergency Services Vehicles repairs and maintenance [ Fire and Rescue Services and Disaster Management]	Yes	5	
Availability of Towing Services 24/7	Authorisation as towing service provider or agreements with reputable towing services companies/ organisation	No	5	
<b>Sub-total</b>			<b>15</b>	

**EXPERIENCE OF FIRM (Maximum Points obtainable 15)**

**Note: Company's previous completed projects in repairs and maintenance of fire and emergency vehicles and other similar heavy vehicles**

Provide proof of the company's previous completed projects which is in the form of appointment letters with contact details or reference letters and completion certificates or purchase orders. If these are not provided, zero points will be allocated in that regard.



<b>Evaluation Criteria</b>	<b>Evalution Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Company experience in terms of projects completed	1-3	No	5	
	4 and above	No	15	
<b>Sub-total</b>			<b>15</b>	

**TOTAL: 100.....**

The tenderers that scored a minimum number of 70 points will qualify to be evaluated in terms of the 80/20 preference point systems.

#### **NOTES**

##### **Note 1: Academic Qualifications**

Proof of academic qualifications in the form of copies must be attached to the Team Leader/ Project Director's/Technician or support officer CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body.

##### **Note 2: Accreditation Certificates or Agreements**

Proof of accreditation certificates where a service provider is accredited to service or maintain specific vehicles and equipments or agreements thereof. Only accreditation certificates related with emergency vehicles and equipment's will be considered.

##### **Note 3: Experience after qualification**

A minimum of 1-year post qualification experience is required for the team leader.

##### **Note 4: Employment History (Involvement in comparable company/ project leader projects)**

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project. Failure to provide this shall warrant an automatic elimination of the tender from any further evaluation.



	<p><b>Note 5: Current Employment</b></p> <p>Confirmation of current employment in the form of a letter from the Supervisor must be attached. In the event a Project Director/Leader is his/her own Supervisor, a letter confirming same must still be attached. The proposed Project Director/Leader shall be a Senior Employee, an Associate, the Director, or a Shareholder and in the direct employ of the Contractor or service firm. Proof or separate written confirmation must be attached to the CV.</p> <p><b>Note 6: workshop.</b></p> <p>Availability of Physical and Other Resources [Service workshop/ premises] owned or leased would earn points, and failure to provide either the proof of ownership or leased agreement.</p>
27.	<p><b>Technical adjudication and General Criteria</b></p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ol style="list-style-type: none"> <li>Compliance with Tender conditions.</li> <li>Technical specifications</li> </ol> <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>Regarding the above, certain actions or errors are unacceptable and warrants <b>REJECTION OF THE TENDER</b>, for example.</p> <ul style="list-style-type: none"> <li>A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must 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 unbided or unbundled.</li> <li>Failure to complete the schedule of quantities as required – only lump sums provided.</li> <li>Scratching out without initialling next to the amended rates or information.</li> <li>Writing over / painting out rates / the use of tippex or 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 – E “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> </ul>



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	<ul style="list-style-type: none"> <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> </ul> <p>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</p>
<b>28.</b>	<p><b>Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current experience of the company.</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
<b>29.</b>	<p><b>Proposed Key Personnel</b></p> <p>In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Bidder. The CV should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none"> <li>○ Position in the firm and within the organisation of this assignment</li> <li>○ PDI status (describing population group, gender and disabilities)</li> <li>○ Educational qualifications</li> <li>○ Professional Registrations</li> <li>○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.</li> <li>○ Language proficiency and</li> <li>○ References (company name, individual name, position held, contact details)</li> </ul> <p>Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services.</p>
<b>28.</b>	<p><b>Previous experience</b></p> <p>The Tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the bidder within the last five (5) 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>
<b>29.</b>	<p><b>Financial ability to execute the contract:</b></p>



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	<p>Evaluation of the Tenderer's financial ability to execute the contract will not be considered. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>Public Liability Insurance of R50 000.00 per claim</li> </ul>
<b>30.</b>	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>Determine whether an original valid tax clearance certificate has been submitted.</li> <li>The Tenderer <b>must affix A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must been submitted.</b></li> </ul>
<b>30.1</b>	<p>If the Tender does <b>not</b> meet the requirements contained in the NDM 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>
<b>31.</b>	<p><b>Penalties</b></p> <p>The Nkangala District 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 Bidder.</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 Nkangala District Municipality for a period of 5 years</li> </ul>
<b>32.</b>	<p><b>The additional conditions of Tender are:</b></p> <ol style="list-style-type: none"> <li>Service providers who has scored the highest points for Price and Specific Goals in terms of the Preferential Procurement Regulations 2022 will be appointed.</li> <li>Nkangala District 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>The Nkangala District 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>