



MORETELE LOCAL MUNICIPALITY

INVITATION TO TENDER

**APPOINTMENT OF A SERVICE PROVIDER FOR REVIEW OF MORETELE
LOCAL MUNICIPALITY LAND USE SCHEME, 2026.**

BID NO: MLM/PLANNING/RLUS/2026

NAME OF BIDDER: _____

TOTAL BID PRICE (Incl. VAT)

R _____

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

FOREWORD

BID NO: MLM/PLANNING/RLUS/2026

This document consists of three volumes clustered to form a bid and contract namely:

1. BIDDING PROCEDURES

This volume contains the bid notice and invitation describing the nature of related works required as well as the bid date outlining the conditions of bid to be complied with by every bidder submitting a bid.

2. RETURNABLE DOCUMENTS

This volume contains the returnable schedules and forms to be completed by each bidder for the purpose of evaluating Bids and which will subsequently form part of a contract between successful Bidder and the Employer.

3. THE CONTRACT

This volume consists of nine (9) parts, namely:

- (a) **Scope of Work (Project Specifications)**
- (b) **Pricing schedule**
- (c) **Evaluation criteria**
- (d) **Authority to signature**
- (e) **General conditions of contract**
- (f) **Declaration of interest – MBD4**
- (g) **Declaration of the bidder's past supply chain management practices – MBD8**
- (h) **Form of Offer and Acceptance**
- (i) **Annexures(Attachments)**

IMPORTANT NOTE

Each Bidder must complete the BID SUMMARY PAGE for BID opening purposes following hereafter.

1. BID SUMMARY PAGE: DETAILS OF BIDDER

Name of firm/entity/enterprise	
Trading as(if different from above)	
Postal Address	
Physical Address	
Contact details of the Bidder proposed Project Manager who will represent the Bidder in the implementation processes	Name & Surname: _____ Telephone: () _____ Fax: () _____ Cell phone: _____ E-mail Address: _____
Company Income Tax number	
VAT Registration number	
Company Registration number	
Provide any other Professional Registration applicable to this industry	
Bidder's Banking details	Name of Bank: _____ Branch name: _____ Branch code: _____ Account No: _____

VOLUME 1

1. BIDDING PROCEDURES

1.1 BID NOTICE AND INVITATION

BID NO:

REVIEW OF MORETELE LOCAL MUNICIPALITY LAND USE SCHEME, 2018

Bid documents with detailed bid specifications are obtainable **on E-Tender from the 23rd of September 2026**

A non-refundable deposit of **R500.00 (Five Hundred rands only)** is payable on collection of the bid documents.

Sealed and clearly marked bids “**Appointment of a service provider for review of moretele local municipality land use scheme**” must be placed in the Bid box situated at the Finance Section, **MORETELE LOCAL MUNICIPALITY, and 4065 B MATHIBESTAD, on or before 12 October 2026** at which time the Bids will be opened in public. Bidders should ensure that bids are delivered timeously to the correct address. Compulsory briefing session will be held on the **30 September 2026 @ 10:00**. If the bid is late, it will not be accepted for consideration. Bids that are not fully completed and initialled in each page will be disqualified. **Please note that dismantling of Bid document will result in automatic disqualification of a Bidder**

Moretele Local Municipality does not bind itself to accept the lowest or any bid and the Municipality reserves the right to accept the whole or part of any bid and further reserves the right to re-advertise if it so wishes to.

Bids will be evaluated according to 90/10 Preferential Procurement Policy Framework Act. Bids will be adjudicated according to Moretele Local Municipality's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) and the Preferential Procurement Regulations 2011, as well as the broad Based Black Economic Empowerment Act (Act 53 of 2003). Shortlisted Bidders will be required to make presentation to the Bid committee before final appointment is made. Site inspection will be conducted by the Municipality to validate availability of the Vehicles and Specialized equipment required.

Supply chain Enquiries may be directed to **Ms Modiegi Phenya at (012)716 1413**, Technical Enquiries may be directed to **Ms. Latani Nemavhola at (012)716 1320/21**.

Mr. S. Ngwenya
Municipa Manager
Moretele Local Municipality

VOLUME 2

(RETURNABLE DOCUMENTS)

RETURNABLE SCHEDULES, FORMS, CERTIFICATES AND DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES

1. Valid original SARS Tax clearance certificate and a PIN issued by SARS
2. Company profile
3. Certified Identity Document of Director(s)
4. Authority of Signature
5. Key personnel Curriculum Vitae and certified copies of qualification attached
6. Company registration documents
7. Certified Copy or Original B-BBEE Status Level Validation Certificate
8. Proof of Professional Body Registration(s)
9. Municipal rates and taxes not older than three months/Letter of good standing/Lease agreement for both the Company and Director(s) addressess
10. Proof of purchase for tender documents
11. Proof of Bidders banker
12. Terms of Reference (methodology) and Project Plan
13. Bank rating confirmation certificate
14. Bidder's Audited Financial statement
15. Company Experience on similar Projects Undertaken
16. Central Supplier Database Registration Summary Report
17. Form of Offer
18. Briefing Certificate

VOLUME 3

(THE CONTRACT)

REVIEW OF THE MORETELE LOCAL MUNICIPALITY LAND USE SCHEME, 2018.

1. INTRODUCTION

- 1.1. The Moretele Local Municipality seeks to appoint a suitably qualified and experienced professional service provider to review the current Land Use Scheme;
- 1.2. This has been enthused by lack of accuracy and information in the current Scheme Clauses and Scheme Maps;
- 1.3. There is a lack of definitions for some land uses and inconsistencies between the Use Zone tables and Land Use Matrix;
- 1.4. The scheme maps are inconsistent with what is happening on the ground as well as cadastre;
- 1.5. The above herein necessitated the need to have a service provider appointed, to amend the Land Use Scheme as the municipality is the authority of first instance when it comes to land development applications and land use management, and cannot afford to have an unsatisfactory land use management tool.

2. PROBLEM STATEMENT

Moretele Local Municipality has identified the need to review the Moretele Local Municipality Land Use Scheme, 2018, as enthused among others by the following:

- 2.1. Discrepancies between the scheme maps and the scheme clauses which becomes difficult to implement the document (i.e. in the scheme map there is Residential 3 and Business 3 Without development controls for these use zones);
- 2.2. Development parameters for other zonings are not clearly set out and the scheme maps are inconsistent with what is happening on the ground;
- 2.3. Lack of land use definitions in the Scheme clause
- 2.4. The scheme maps are inconsistent with what is happening on the ground as well as cadastre;

3. PROJECT DEFINITION AND OBJECTIVES

- 3.1. The objective of this project is to review the Moretele Local Municipality Land Use Scheme, 2018 and produce a simplified and yet comprehensive Land Use Scheme (LUS) to ensure the orderly and harmonious development of the municipal area without sacrificing the natural environment. The LUS will encompass the whole area within the jurisdiction of the Moretele Local Municipality;
- 3.2. To develop a LUS that will give effect to and be consistent with the municipal SDF and determine the use and development of land within the municipal area to promote economic growth, social inclusion, and efficient development and to minimise the impact on public health and natural resources
- 3.3. In terms of Section 24 of SPLUMA the content of a LUS must:
 - Include suitable categories of land use zoning and regulations for the entire municipal area, including areas not previously subject to a land use scheme;

- Take cognisance of any environmental management instrument adopted by the relevant environmental management authority, and must comply with environmental legislation
 - Include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, rural areas, informal settlements, slums and areas not previously subject to a land use scheme;
 - Include provisions to promote the inclusion of affordable housing in residential land development;
 - Include land use and development incentives to promote the effective implementation of the spatial development framework and other development policies;
 - Include land use and development provisions specifically to promote the effective implementation of national and provincial policies ;and
 - Give effect to municipal spatial development frameworks and integrated development plans.
 - A land use scheme may include provisions relating to:
 - The use and development of land only with the written consent of the municipality;
 - Specific requirement regarding any special zones identified to address the development priorities of the municipality; and
 - The variation of conditions of a land use scheme other than a variation which may materially alter or affect conditions relating to the use, size and scale of buildings and the intensity or density of land use.
- 3.4. The LUS must include but not limited to the following components:
- Scheme regulations setting out the procedures and conditions relating to the use and development of land in any zone;
 - A map indicating the zoning of the municipal area into land use zones; and
 - A register of all amendments to such land use scheme
- 3.5. The proposed LUS must give effect to the development principles as stipulated in Section 7 of SPLUMA:-
- i. Spatial Justice;
 - ii. Spatial Sustainability;
 - iii. Efficiency;
 - iv. Spatial Resilience; and
 - v. Good Administration.
- 3.6. Given the land use management challenges facing municipality, the following are critical components of a land use management system:
- Legislation, Land Use Policy and Guidelines;
 - Integrated Zoning Scheme and Regulations;
 - Zoning Maps;
 - Assessment and Approval Procedures and Application Forms;
 - Conditions of Approval;
 - Zoning Register;
 - Delegation of Decision-Making (including those relating to removal title deed restrictions);
 - Development Incentives;
 - Enabling Legislation;
 - Reference Manual
- 3.7. The Land Use Scheme must take cognisance and adhere to national and provincial policies and legislation, including, but not limited to the North West and Bojanala Platinum District Municipality Spatial Development Frameworks and Comprehensive Land Use Scheme Guidelines 2017 and Chapters 5 & 6 of SPLUMA 2013.

4. OUTCOMES AND DELIVERABLES

The successful service provider would be expected to submit the following:

- 4.1. The LUS should respond to the government strategic priorities (National Development Plan, New Growth Path, NW PSDF 2018). It shall demonstrate how job creation in the municipality will be facilitated through

the LUS. The end product must contribute positively towards local economic development, sustainable livelihoods in rural areas and poverty alleviation

- 4.2. The LUS must be both vertical and horizontal alignment tool for municipal-wide activities, plans and policies. It must be a tool to facilitate structured implementation of programmes, and be an effective decision-making instrument.
- 4.3. The integrated LUS must identify practical, developmental oriented solutions with roles that can realistically be afforded to communities and other role players with regard to enforcing development control measures, considering political and individual interests.
- 4.4. The LUS shall formulate a consolidated but development oriented land use management system for the municipality that will take cognisance of the socio-economic imbalances of the past. It should also take cognisance of existing strategies such as LED strategies intended to alleviate poverty to deal with the dual economy.
- 4.5. Submissions should be in the form of both hard and electronic versions of the LUS. All Zoning information collected should be submitted in a GIS compatible format (shapefile, geodatabase, layer file, data package, .aprx project files) for use in a GIS environment. The GIS file format must have clear metadata that describes each LUS construct and should include purpose of each construct.
- 4.6. More visual representation by way of maps, graphics and photographs must form the main part of the LUS together with the conceptual framework section of the complete/approved SDF. Text box or other mechanisms may be used to provide explanation, relevant information or analysis.
- 4.7. Copies of the LUS document for consultation purpose shall be prepared by the service provider and shall be distributed a week prior to the taking place of progress meetings to the project steering committee members.
- 4.8. The service provider would be expected to submit a final consolidated report consisting of the following:
 - LUS document including zoning register, maps, tables and graphics in hard copy and electronic copy in MS Word template.
 - All maps contained in LUS textual document as electronic image files (JPEG, windows Bitmap, GIF, etc.).
 - All Zoning information used to generate the LUS maps in shapefile and geodatabase format with metadata together with correct and descriptive attribute information as what each LUS construct represents.
 - The LUS must clearly be aligned with national, provincial, regional and local Spatial Development Framework
- 4.9. The following tasks are required:
 - Assess relevance and implication of existing legislation and proposed policies and guidelines. Once the draft policy directives are in place as derived from municipality's SDFs and other strategy interventions/completed studies, the following tasks are envisaged:

	List of Activities
1	Legislation, Land Use Policy and Guidelines:
1.1	Assess relevance and implication of existing legislation, North-West Provincial SDF, SPLUMA 2013 policies and guidelines and NW Zoning Plan LUMS Guidelines
1.2	Synthesis and incorporate new policy emerging from the SDF / strategies / IDPs as well as the implications thereof for the Integrated Zoning Scheme and Regulations. Policy gaps should be identified and a brief for these should be prepared for further work. Integration of relevant legislation (NEMA, NHRA, Removal of Restrictions Act, etc.)
2	Integrated Zoning and Regulations:
2.1	Compile land use plan in consistence with legislation and guideline
2.2	The policies emanating from the SDFs should guide and inform the preparation of the LUS.
2.3	Evaluate LUS in terms of its flexibility and pro-activeness with regard to on-going

2.4	development applications and technology.
2.5	Evaluate appropriateness of the various LUS definitions
2.6	Generate extensive graphical illustrations and perhaps tables. Draft Document
	Zoning Maps
3.1	Assess and evaluate comparative zones for the different areas. Aspects to be addressed include reaching agree on notation, techniques and overlays and refinement of the zoning maps
3.2	Digitise maps, in GIS and link to database
4.	Assessment and Approval Procedures and Application Forms:
4.1	Evaluate and assess existing procedures impacting on LUS in terms of its efficiency and effectiveness. Place emphasis on streamlining the required procedures, avoiding publication, shortening approvals periods and delegating decision to the lowest possible level.
4.2	Evaluate and design application forms that eliminate duplication, easy to complete, comprehensive in terms of the approval requirements and as short as possible and link with electronic municipal land use management tool (to be developed by Moretele Local Municipality).
5.	Conditions of Approval Establish model conditions of approval for different uses and circumstances.
6.	Zoning Register Consider standardising procedures (in terms of their appropriateness). Update the zoning or land use register.
7	Delegation of Decision Making: Identify types of applications where and when delegations are necessary, justified and appropriate in order to facilitate greater effectiveness and efficiency in the system. The delegated approvals must be in terms of clear policy environments.
8.	Development Incentives: Identify mechanisms on how to promote appropriate development and proactively facilitate development process in targeted areas. This should be in terms of the municipality's SDF, LED and other relevant strategies.
9.	Enabling Legislation Identify and formulate enabling legislation and laws to establish the new zoning scheme, the conversion of maps and the identification of limitations for compensation where parameters are changed. (Alignment with legislation and NWPSDF)
10.	Reference Manual Prepare advice and reference manual on how new LUS would function. This must be user friendly with generous use of plain language as well as appropriate graphics and flow chart illustrations.

4.10 The final LUS shall include but not limited to the following:

- General
 - Short Title
 - Area Of the Land Use Scheme
 - Status, commencement and validity of the Land Use Scheme
 - Powers of the Council
 - Purpose of the Scheme
 - Component of the Land Use Scheme
 - Transitional Arrangements.
 - User Orientation
 - Definitions
 - Land Use Categories
 - Land Use Zones
 - Land use/zone matrix
 - Management Zones
 - Environmental Management Zones
 - Act 70 of 1970 Management Zones
 - Development criteria
 - Scheme and Management maps
 - Special mechanisms for special development zones including, but not limited to:
 - Rural areas and special settlement areas
 - Special site planning areas
 - Interim site planning areas
 - Environmental planning areas.
 - Development Regulations
 - General Regulations including by-laws and policies
 - Planning Administration
 - Application procedure
 - Application content and format.
- 4.11 All spatial information collected should be submitted in GIS capable file formats for use in a GIS. The datasets must have clear attribute information linked to its purpose, for example a service node shapefile should have an attribute called “description” with the value “service node”. Metadata for all spatial information should be provided as per the metadata standard ISO 19115 & Spatial Data Infrastructure Act, 54 of 2003. Ownership of all metadata, data and spatial information generated and collected from this assignment vests in Moretele Local Municipality. Moretele Local Municipality will become the custodian of all spatial information collected.
- 4.12 Over and above, the GIS data must further meet the following requirements:
- All maps should be in A4 size in the document
 - Maps must be numbered and listed in the page of contents
 - All the text in the maps and the legends must be legible
 - The same map template / layout must be used throughout the document for sake of consistency
 - All maps should have the basic map elements, namely; a title, north arrow, legend, scale bar
 - All the features on the map must be explained in the legend
 - Symbolology and colours must adhere to basic cartographic principles, colour coding,
 - All mapping must be developed at an appropriate scale
 - Maps in Microsoft Word must have the corresponding project files (.aprx) ready to be accessed in ArcGIS.
 - A map series covering the the jurisdiction of the Municipality must be done incorporating all the above-mentioned information

5. PROJECT MANAGEMENT

This project will be facilitated by a steering committee that will be established once the service provider has been appointed

In case where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The project is to be coordinated and managed by an operational team comprising of officials from the Moretele Local Municipality as well the appointed service provider.

6. CAPACITY BUILDING AND SKILLS TRANSFER

The Municipality consider skills development as an integral part of outsourcing process. The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the relevant officials from Moretele Local Municipality for the duration of the project. Proposals should indicate how skills development and transfer would be achieved.

7. MONITORING

During the execution of this project it is expected that, the service provider must submit regular progress reports and attend meetings at agreed intervals as determined by the project team managing the service provider. However, the project manager has the right to change frequency of reporting as and when necessary. Reporting process will be in presentation and progress reports.

8. PROJECT COST AND DURATION

It is expected that the project be completed in a period of nine (9) months effective from date of appointment. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is scheduled as per the table hereunder

Due to the urgency of the project it is critical that timeframes are strictly adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

TABLE 1: PROJECT COST AND TIME FRAME

PHASES	% PAYABLE	TIME FRAMES	SUBMISSION OUTPUT
Phase 1: Detailed Inception Report	10%	2 Weeks	Inception Report
Phase 2: Research, Analysis and Recommendations	20%	6 Weeks	Status Quo Analysis & Report
Phase 3: Draft report and supporting materials	30%	8 Weeks	Draft land use scheme
Phase 4: Consultation and Amendments	15%	9 Weeks	Incorporation of comments into Draft LUS
Phase 5: Final Report and Supporting material	15%	6 Weeks	Final LUS
Phase 6: Retention fee and close out report	10%	5 Weeks	Final Report
Total	100%	36 Weeks	

9. EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely

Stage 1- Functionality

Only service provider that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful service provider

A bid that score less than 70 points for functionality will be deemed non-compliant and thus, will be disqualified.

ITEM	CRITERIA		WEIGHTING	TOTAL SCORE
1	COMPANY EXPERIENCE			
	LAND USE SCHEME appointment letters & completion certificates			
	5 or more similar projects	30	30	
	3-4 similar projects	20		
	2-3 similar projects	10		
	0 similar projects	0		
	Total value of land use scheme related Projects			
	1.5 million or more	15	15	
	1000 to 1.4 million	10		
	700 to 900 Thousand	5		
	400 to 690 Thousand	2		
2	KEY PERSONNEL	20		
2.1	A Professional Planner registered with the South African Council for Planners (SACPLAN).	10	20	

	A Copy of valid registration certificate is to be attached to the proposal.	10		
3.2	EXPERIENCE	15		
	Five years or more experience of progressively responsible professional work experience in undertaking projects related to the development and review of a land use scheme and provide client testimonies Demonstrated experience in land use scheme related projects – provide evidence	15	15	
	3 – 4 years experience of progressively responsible professional work experience in undertaking projects related to the development or review of a land use scheme-provide client testimonies Demonstrated experience in land use scheme related projects – provide evidence	10		
	1 – 2 years experience of progressively responsible professional work experience in undertaking projects related to land use scheme-provide client testimonies Demonstrated experience in land use scheme related projects – provide evidence	5		
3.3	Appropriateness of proposed approach and methodology which includes: • Clear reporting mechanism Programme with clear timelines and output, Indicators and means of verifying • Proposed Project Management linked to the milestone, timeframe and quality assurance steps indicated	20	20	

	Proposed skills transfer			
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10. RELEVANT SKILLS AND EXPERIENCE

Skills and abilities required in the team to execute the project include the following:

10.1. A Professional Planner registered with the South African Council for Planners (SACPLAN). A Copy of valid registration certificate is to be attached to the proposal including a letter of good standing from the Professional Body;

10.2. Skills and abilities required in the team to execute the project include the following:

- Town/Urban and Regional/ Development Planning
- Proven experience in conducting land use survey related projects
- Good GIS proficiency (database development) and imagery processing;
- Proven experience in conducting land use surveys related projects;
- Proven understanding of Land use survey;
- Thorough understanding of cadastral data and GIS
- Research, analytical, writing and communication skills; and
- Sound understanding of land legal issues,
- Project Management
- Facilitation and translation skills
- Ability to think Strategically

10.3. It is therefore recommended that the service provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly include the names and CV's containing detailed information on relevant experience of all persons who will be directly contributing to the project, and their roles thereof;

10.4. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions and approval from the Moretele Local Municipality.;

10.5. The Team Leader, Town Planner, GIS Professional, Land Legal Expert, will be attending all the Steering Committee Meetings.

11. INFORMATION GATHERING

- 11.1. The successful Service Provider is expected to make contact with all the relevant disciplines, officials and units to obtain relevant information that is required for the project. Any existing information pertaining to the project that may be required will be made available to the successful service provider;
- 11.2. In the light of the event that the service provider needs a letter to confirm the motive for requesting information from the different spheres of government or parastatals, the municipality will provide the requested letter. ***However, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider;***

12. REPORTING AND ACCOUNTABILITY

- 12.1. During the execution of the project, the service provider must submit regular progress reports and attend meetings at intervals as determined by the project team managing the service provider;
- 12.2. All electronic and hard copy information captured/utilised to provide the output of the project remains the property of the Moretele Local Municipality. This data should be surrendered to the Municipality at the end of the project, and it cannot be used or shared, whether for profit or otherwise with any other party, without written permission from the Municipality. The Municipality will retain copyright and all associated intellectual rights relating to the project;
- 12.3. The project will be signed off by the Municipal Manager when:
- All the end products (refer to list) have been delivered.

4.1 PRICING SCHEDULE

- 4.1.1 Total amount indicated above includes all cost that the bidder will bear in line with the scope of work outlined as per relevant regulation.
- 4.1.2 Tender prices shall remain firm for the duration of the contract (three years) until the end of the contract

4.2 OVERVIEW ON EVALUATION PROCESS

Method 4 – Financial, Quality and Preference Offer

- 1) Score quality, rejecting all bid offers that fail to score the minimum number of points for quality stated in the bid.
- 2) Score bid evaluation points for financial offer.
- 3) Confirm that Bidders are eligible for the preferences claimed, and if so, score bid evaluation points for referencing .
- 4) Calculate total bid evaluation points.
- 5) Rank bid offers from the highest number of bid evaluation points to the lowest.
- 6) Recommended Bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so. In the event that two or more bidders score equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE. However, when functionality is part of the valuation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

4.2.1 STAGE EVALUATION

Stage 1 - Responsiveness

All bids will on opening and before detailed evaluation, be tested whether each bid offer properly received:

- a) meets the requirements of these Conditions of bid,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the bid documents.

Items of key importance to be addressed in the test for responsiveness are:

1. Valid original SARS Tax clearance certificate and a PIN issued by SARS
2. Company profile
3. Certified Identity Document of Director(s)
4. Authority of Signature
5. Key personnel Curriculum Vitae and certified copies of qualification attached
6. Company registration documents
7. Certified Copy or Original B-BBEE Status Level Validation Certificate
8. Municipal rates and taxes not older than three months/Letter of good standing/Lease agreement
9. Proof of purchase for tender documents
10. Proof of Bidders banker
11. Terms of Reference (methodology) and Project Plan
12. Bank rating confirmation certificate
13. Company Experience on similar Projects Undertaken
14. Central Supplier Database Registration Summary Report

Bids will be considered non-responsive if inter-alia:

- The Bidder has dismantled the bid document.
- The bidder has not initialed and completed the document
- The bid is not in compliance with the full scope of work
- The bidder has not completed and/or signed the offer portion in the tender document.
- The Bidder has failed to clarify or submit any supporting documentation within the time for submission in the employer's written request.

4.3.1. Clarification of a bid offer

Obtain clarification from a Bidder on any matter that could give rise to ambiguity in a contract arising from a bid offer.

4.3.2 Evaluation of Bids

Add the following:

The procedure for the evaluation of responsive bid is **Method 4**. The total score for financial offer, quality and preference will be calculated as follows:

$N_T = W_c + N_p$ where,

N_T = Total score awarded to the Bidder(s) under consideration (max 100)

W_c = Score for Quality and Financial offer (80)

N_p = Score for preferences (max 20)

NOTE: If, after bids have been brought to comparative level, two or more bids score equal total evaluation points, the recommended Bidder shall be one scoring the highest number of preference points.

A AREAS TO BE INCLUDED IN EVALUATION PROCESS RELEVANT EXPERTISE

The Schedule of Relevant Expertise must be completed, detailing the proposed service provider team/ individuals (including identification of any sub-consultants if applicable) as follows:

- Names: with team/ project leader and main contact person clearly identified, and professional registration with prescribed institutions.
- List of recent work undertaken in similar/related fields. It is essential that suitably qualified and experienced personnel be assigned to this project.

B RECENT AND PREVIOUS EXPERIENCE

The schedule of previous experience listing recent and previous work of a similar nature undertaken by the firm or individuals. Provide proof of relevant experience from three references.

4.4.1 The Evaluation Criteria for Functionality and Quality are as follows:

Only tenderers who score a minimum score of 60 points in respect of the following functionality criteria will proceed to the price preference goals

Description of Quality Criteria	Maximum Number of Tender Evaluation points
1.1 Company Experience	30
1.2 Total Value of feasibility studies or land tenure upgrading	15
1.3 Key Personnel	20
1.4 Key Personnel Experience	15
1.5 Methodology	20

The 80/20 principle will apply in terms of the Preferential Procurement Policy Framework Act 5 of 2000. 80 Points will be allocated to price and 20 Points will be allocated to the BBBEE contribution level

Management and Supervision Staff

In order to manage and supervise this project, the following is the staff we propose to be on site:

Name	Role	Experience	NQF level

4.4.2 BBBEE points in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution)	--	5	--	
Points for 51% Women's Equity	--	5	--	
Points for black person with Disability	--	2.5	--	
Points for 51% owned Youth firm	--	5	--	

Points for Locality (Contractors domiciled in the North West Province)	--	2.5	--	
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NB: Moretele Local Municipality will verify all the information submitted in terms of this bid and any information that is incorrect will result in that bid being automatically disqualified and not considered further.

5.1 AUTHORITY TO SIGNATURE

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category.

(I) Company	(II) Close Corporation	(III) Partnership	(IV) Joint Venture	(V) Sole Proprietor

Signatories for Companies, Close Corporations, Partnerships, Joint Ventures or Sole Proprietors must establish their authority thereto by attaching a copy of the relevant resolution of their Board of Directors, Members or Partners duly signed and dated. Examples are shown below.

(I) Certificate for Company

I,, chairperson of the Board of Directors of
, hereby confirm that by resolution of the Board (copy
 attached) taken on 20....., Mr/Ms, acting in

the capacity of, was authorized to sign all documents in
 Connection with the Bid no:and any contract resulting from it, on behalf of the company.

Chairman:

As Witness: 1.

2.

Date :

(II) Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as, hereby authorize Mr/Ms, acting in the capacity ofto sign all documents in connection with the Bid for

.....and any contract resulting from it, on our behalf.

Name	Address	Signature	Date

Note : This certificate is to be completed and signed by all of the key members upon whom rests the directions of the affairs of the Close Corporation as a whole.

(III) Certificate for Partnership

We, the undersigned, being the key partners in the business trading as,hereby authorize Mr/Ms.acting in the capacity of

....., to sign all documents in connection with the Bid forand any contract resulting from it, on our behalf.

Name	Address	Signature	Date

Note : This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of Partnership as a whole.

(IV) Certificate for Joint Venture (JV)

We, the undersigned, are submitting this Bid offer in Joint Venture and hereby authorize Mr/Ms,authorized signatory of the company..... acting in the capacity of lead partner,

to sign all documents in connection with the Bid offer forand any contract resulting from it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Name of Company	Address	Duly Authorized Signature
Lead Partner		Signature
		Name
		Designation
Lead Partner		Signature
		Name
		Designation

Note : This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of individual Companies.

(V) Certificate for Sole Proprietor

I,, hereby confirm that I am the sole owner of the business trading as

Signature of Sole Owner :

Date:

As Witnesses:

.....

Date:

6.1 GENERAL CONDITION OF CONTRACT

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1. Definitions 1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the

supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract .

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General 3.1 unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards 4.1 the goods supplied shall conform to the standards mentioned in the bidding document and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections , tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size

weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract ;and;

(b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20.Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or

performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 . Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within nine (9) working days of such imposition, furnish the National Treasury ,with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 . If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

7.1 DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....
.....

* MSCM Regulations: "in the service of the state" means to be –

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

3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

.....
.....

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

.....
.....

3.8 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

3.9.1 If so, furnish particulars

.....
.....

YES/NO

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

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

.....
Signature

.....
Date

.....
Position

.....
Name

7.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document form part of the bid.
- 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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

7.3 FORM OF OFFER AND ACCEPTANCE

A. OFFER

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

BID NO: MLM/PLANNING/FEASIBILITY/LTUPROJECTS/2024

INVITATION TO TENDER: FEASIBILITY STUDY ON INCOMPLETE LAND TENURE UPGRADING PROJECTS WITHIN THE JURISDICTION OF MORETELE LOCAL MUNICIPALITY

The **Bidder**, identified in the Offer signature block below, has examined the documents listed in the Bid , and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the service provider 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 Bid identified.

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

.....

.....

.....Rand (in words);

R..... (in figures), (or other suitable wording).

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 Bidder before the end of the period of validity stated in the Bid , whereupon the Bidder becomes the party named as the service provider in the Conditions of Bid .

FOR THE BIDDER:

Signature

Name

Capacity

Name and Address of Organization

BID NO: MLM/PLANNING/RLUS/2026

Name : _____

Address : _____

Signature and Name of Witness

Signature

Name

Date: _____

B. ACCEPTANCE

By signing this part of this **FORM OF OFFER AND ACCEPTANCE**, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the, Conditions of Bid identified in the Bid . Acceptance of the Bidder's Offer shall form an agreement, between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the, Contract that is the subject of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document. Unless the Bidder (now Service Provider) 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 parties,

FOR THE EMPLOYER:

Signature

Name

Capacity

Name and Address of Organization

Name: _____

Address: _____

Signature and Name of Witness

Signature

Name

Date: -----