



MORETELE LOCAL MUNICIPALITY

APPOINTMENT OF A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS TO RENDER
VARIOUS SPECIALISED TRAINING AS AND WHEN NEEDED FOR THE IMPLEMENTATION OF
MORETELE LOCAL MUNICIPALITY WORKPLACE SKILLS PLAN FOR A PERIOD OF 3 YEARS

BID NUMBER: MLM/HRD/WSP/2027-2029

CLOSING DATE: 27 October 2026

CLOSING TIME: 12:00

NAME OF BIDDER*:

ADDRESS*:

.....
.....
.....
.....
.....
.....

TEL NUMBER*:

FAX NUMBER*:

MLM DATABASE REG. NO.*:

SPECIFIC GOALS / PREFERENCE

CLAIMED*:

(* TO BE COMPLETED BY BIDDER)

A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS TO RENDER VARIOUS SPECIALISED TRAINING AS AND WHEN NEEDED FOR
THE IMPLEMENTATION OF MORETELE LOCAL MUNICIPALITY WORKPLACE SKILLS PLAN FOR A PERIOD OF 3 YEARS



COMPLIANCE AND LEGISLATIVE FRAMEWORK

This bid document must be read, interpreted and implemented in accordance with the Constitution of the Republic of South Africa, 1996, the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), the Municipal Supply Chain Management Regulations, all applicable National Treasury regulations, circulars, practice notes, instructions and guidelines, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the Preferential Procurement Regulations applicable at the date of advertisement, and the approved Moretele Local Municipality Supply Chain Management Policy.

The procurement process must be conducted through a supply chain management system that is fair, equitable, transparent, competitive and cost-effective. All evaluation, adjudication, award, contract management and reporting activities must be supported by complete records, approved delegations, objective evaluation criteria, budget availability, tax compliance verification, Central Supplier Database verification, declaration of interests, and confirmation that the bidder is not restricted from doing business with the public sector.

Where any inconsistency exists between this document and applicable legislation, National Treasury prescripts, the MFMA, the Municipal Supply Chain Management Regulations or the approved MLM SCM Policy, the applicable law, regulation, instruction or approved policy shall prevail. The Municipality reserves the right to cancel, withdraw, re-advertise, reject, or not award this bid where such action is lawful, reasonable, procedurally fair and in the best interests of the Municipality.

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SECTION 1.1: INVITATION TO TENDER

CLOSING TIME: 12:00 CLOSING DATE: 27 OCTOBER 2026

TENDER: A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS TO RENDER VARIOUS SPECIALISED TRAINING AS AND WHEN NEEDED FOR THE IMPLEMENTATION OF MORETELE LOCAL MUNICIPALITY WORKPLACE SKILLS PLAN FOR A PERIOD OF THIRTY-SIX (36) MONTHS, AS AND WHEN REQUIRED

TENDER NUMBER: MLM/HRD/WSP/2027-2029

Tenders are hereby invited from suitably qualified and accredited training service providers to render various specialised training interventions, as and when required, for the implementation of Moretele Local Municipality's Workplace Skills Plan for a period of thirty-six (36) months.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Ms. M. Phenya on 012 716 1414.

A set of tender documents can be obtained at a non-refundable cost of R1,000.00 per set from the municipal offices. Payments must be made at the cashiers at the Moretele Municipality's Main Building, Stand 4065 B Mathibestad 0404 prior to collecting the tender document and proof of payment must be submitted when collecting.

Bid No.	Description	Non-Refundable Bid Fee	Compulsory Briefing Session	Closing Date
MLM/HRD/WSP/2027-2029	A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS TO RENDER VARIOUS SPECIALISED TRAINING AS AND WHEN NEEDED FOR THE IMPLEMENTATION OF MORETELE LOCAL MUNICIPALITY WORKPLACE SKILLS PLAN FOR A PERIOD OF THIRTY-SIX (36) MONTHS, AS AND WHEN REQUIRED	R1,000.00	N/A	27 OCTOBER 2026 at 12:00



The employer is Moretele Local Municipality, represented by the Municipal Manager.

Bid documents containing detailed specifications and information are obtainable upon payment of a non-refundable bid document fee of R1,000.00, payable to Moretele Local Municipality.

Account Details

Account Name: Moretele Local Municipality

Bank: ABSA

Cheque Account No.: 405 331 7014

Branch Code: 632005

Reference: Company Name — HRD

Fully completed tender documents must be placed in a sealed envelope and deposited in the tender box situated on the Lower Ground Floor at Moretele Local Municipality, Municipal Building, 4065B Mathibestad, Moretele, by no later than 12:00 on 27 OCTOBER 2026. The envelope must be clearly marked with the tender number, title and closing date. The submission must be made in duplicate, comprising one original and one copy.

The tender will be evaluated in accordance with the applicable preference point system, the specific goals stated in this bid document, the Preferential Procurement Policy Framework Act, the Preferential Procurement Regulations applicable at the date of advertisement, National Treasury prescripts, the MFMA, the Municipal Supply Chain Management Regulations and the approved Moretele Local Municipality SCM Policy. Evaluation and adjudication must be based only on the published criteria, approved delegations, verified compliance information and a complete written record retained for audit purposes. Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any tender, accept a part of a tender, cancel the process or not award, where such action is lawful, reasonable, procedurally fair and in the best interests of the Municipality. The Municipality does not bind itself to accepting the lowest tender or awarding a contract to the bidder scoring the highest number of points where objective criteria or applicable SCM prescripts justify a different outcome and the reasons are recorded in writing.

It is expected of all Bidders who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

**MR S. NGWENYA
MUNICIPAL MANAGER**



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RETURNABLE SCHEDULES AND COMPULSORY DOCUMENTATION

Bidders must use the checklist below to confirm that all required returnable schedules and supporting documents are included in the bid submission. The checklist is intended to support responsiveness, compliance verification, functionality evaluation and preference-point assessment.

RETURNABLE SCHEDULES AND COMPULSORY DOCUMENTATION CHECKLIST

No.	Document / Schedule	Purpose	Submission Requirement
1	Compulsory Enterprise Questionnaire	Responsiveness and bidder information	Fully completed and signed where required.
2	Company registration documents	Legal status and ownership verification	Attach current company registration documentation.
3	Certified copies of identity documents for directors, members, trustees or partners	Verification of responsible persons and ownership information	Attach certified copies where required by the bid document.
4	Authority to sign	Confirmation that the signatory is authorised to bind the bidder	Attach a signed resolution, letter of authority or equivalent proof.
5	Central Supplier Database registration summary	Supplier registration and compliance verification	Attach a current CSD summary report.
6	Tax Compliance Status PIN or valid proof of tax compliance	Tax compliance verification	Submit a valid SARS Tax Compliance Status PIN or other acceptable proof.
7	Municipal rates, taxes and services account or equivalent proof	Municipal account compliance verification	Attach municipal account for the business and directors, or acceptable proof that amounts are not in arrears for more than ninety (90) days.
8	LGSETA or relevant SETA accreditation or programme approval status against all learning programmes/unit standards mentioned in the Learnership/Skills programme	Certificates	Attach certified certificates
9	B-BBEE certificate, sworn affidavit, CIPC certificate or other specific-goals proof, where applicable	Preference-point claim verification	Submit only where preference points are claimed and where required by MBD 6.1 and the specific-goals table.
10	Affirmable Ownership	Ownership and specific-	Attach where required by the bid



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	Declaration Affidavit, where applicable	goals verification	document or where relied upon for a specific-goals claim.
11	Company profile	Bidder capability and business overview	Attach a current company profile relevant to the goods or services required.
12	Declaration of Interest	Conflict-of-interest disclosure	Complete and sign the prescribed declaration form.
13	Declaration of Bidder's Past Supply Chain Management Practices	SCM compliance and past-practice disclosure	Complete and sign the prescribed declaration form.
14	Methodology / Project Plan	Functionality evaluation and delivery approach	Submit a clear methodology covering training delivery approach, learner administration, facilitator availability, assessment and moderation arrangements, SETA upload and verification processes, quality assurance, reporting, communication arrangements and risk management.
Important note: Bidders must ensure that all returnable schedules are complete, legible, properly signed where required, and submitted with the bid before the closing date and time. Documents required for responsiveness may result in disqualification if omitted, incomplete or invalid. Documents submitted only in support of preference-point claims may result in zero points for the relevant specific goal if unacceptable, unsupported or unverifiable, unless expressly stated as mandatory elsewhere in this bid document.			

PREFERENTIAL PROCUREMENT FRAMEWORK AND SPECIFIC GOALS

This tender will be evaluated in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the Preferential Procurement Regulations, 2022, the Municipal Finance Management Act, 2003, the Municipal Supply Chain Management Regulations, applicable National Treasury prescripts and the approved Moretele Local Municipality Supply Chain Management Policy. The Municipality must stipulate the applicable preference point system and the specific goals for which preference points may be awarded in the tender document.

Evaluation component	Applicable points
Price	80 points
Specific goals	20 points
Total	100 points

For purposes of this tender, preference points for specific goals may be claimed only where the bidder submits acceptable, verifiable proof required in MBD 6.1 and in the table below. The Municipality may require the bidder, before adjudication or at any time thereafter, to substantiate any preference claim in the manner required by the Municipality.



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Specific goal	80/20 points	Acceptable evidence
Ownership by black people as contemplated in the approved SCM Policy and applicable law	5 points	Valid B-BBEE certificate, sworn affidavit, CSD report, CIPC documents or other verifiable ownership proof accepted by the Municipality.
Locality Promotion of local economic development within the municipal, district, provincial or national area, as determined by the approved SCM Policy	2.5 points	CSD report, municipal account, lease agreement, business registration address, proof of trading address or other verifiable proof accepted by the Municipality
Ownership by women	5 points	CSD report, CIPC documents, certified identity documentation, shareholder register or equivalent verifiable ownership proof.
Ownership by persons with disabilities	2.5 points	CSD report and acceptable supporting documentation confirming ownership, where lawfully required and handled in accordance with privacy requirements.
Ownership by Youth	5 points	CSD report, CIPC documents, certified identity documentation, shareholder register or equivalent verifiable ownership proof.

The final allocation of points per specific goal must be approved by the Municipality before advertisement and must not exceed the maximum points available for specific goals under the applicable preference point system. A bidder that does not claim preference points, or that fails to submit acceptable proof for a claimed specific goal, will score zero points for that specific goal. Such failure will not, by itself, render the bid non-responsive unless the relevant document is also expressly required elsewhere in this tender document as a compulsory responsiveness requirement.

The preference points scored for specific goals must be added to the points scored for price. The tender must be awarded to the highest-scoring acceptable tender unless objective criteria, applied lawfully and recorded in writing, justify award to another tenderer. The Municipality may cancel, reject, not award, or re-advertise the tender where permitted by law and SCM prescripts.

All training interventions allocated under this panel must be supported by an approved training need from the Workplace Skills Plan, confirmed budget availability, an approved purchase order, a clear scope of work, documented allocation rationale and verification that the selected provider remains accredited and compliant at the time of allocation. No work may be allocated or commenced outside the approved SCM process or without written authorisation by the delegated official.

Appointment to the panel does not guarantee that any work will be allocated to an appointed service provider. Work will be allocated as and when required in accordance with the Municipality's operational needs, approved Workplace Skills Plan, approved budget, programme accreditation requirements, availability, price reasonableness, rotation where appropriate, mini-competition or quotation processes



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where applicable, performance history, and the approved SCM Policy. All allocation decisions must be documented, approved by the delegated official and retained for audit purposes.

TERMS OF REFERENCE

SPECIFICATIONS /TERMS OF REFERENCE

1. Background

The Municipality has identified a significant backlog in skills development and must ensure that employees receive appropriate training in areas where skills gaps have been identified. The purpose of this intervention is to build a competent, capable and appropriately skilled workforce that can deliver municipal services effectively.

The appointment of accredited service providers will enable the Municipality to deliver recognised training programmes that improve employee competence and support compliance with applicable skills development frameworks, including the Skills Development Act, 1998, the Skills Development Levies Act, 1999, SAQA requirements, relevant SETA quality assurance requirements and the Municipality's approved Workplace Skills Plan.

Skills development is one of the projects identified in the Integrated Development Plan approved by Council. The project must therefore be aligned with the Municipality's long-term vision and strategic objectives.

2. Overall Objective/s

The overall objective of appointing accredited service providers is to ensure that municipal employees receive credible, quality-assured training and, where applicable, are issued with competency certificates based on successful participation, assessment outcomes and performance in the training programme.

A further objective is to empower municipal employees through participation in programmes aligned to the Workplace Skills Plan, thereby improving their skills, competence and competitiveness within the labour market.

Bidders must be able to deliver the scope of work set out below.



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3. Scope of work

The scope of work includes the planning, preparation, facilitation, presentation, learner administration, assessment, moderation, verification support and reporting required for accredited training programmes. Accredited service providers are invited to submit bids for programmes aligned to the Workplace Skills Plan and must demonstrate that each programme is supported by the relevant accreditation, programme approval, unit standards, credits, NQF level and quality assurance requirements.

- LGSETA or relevant SETA accreditation or programme approval status against all learning programmes/unit standards mentioned in the Learnership/Skills programme
- Upload learners on the LGSETA or relevant SETA database before commencement of the Learnership/Skills programme.
- Registration of learners on the LGSETA or relevant SETA Learner Management System
- Facilitation of classroom training and provision of all learning materials
- Formative assessments including remedial per learner per unit standard
- Moderation of Portfolios of Evidence as required by LGSETA or relevant SETA
- Summative assessment on completion of all Unit Standards
- Co-ordination of the LGSETA or relevant SETA Verification processes
- Issuing of the LGSETA or relevant SETA Statements of Results upon completion and Certification at the end of the programme

The successful training provider will be required to sign a detailed Service Level Agreement before commencement of the project.

CRITERIA FOR SELECTION

- Each programme submission must include a table of contents. Where more than one programme is submitted, the documents must be separated using file dividers and presented in neat, professionally bound packaging, including a 250 gsm front and back cover, plastic cover, ring binding or smart binding.
- The provider must demonstrate verifiable experience in delivering similar accredited training to municipal officials, including evidence of completed programmes, learner registration, assessment, moderation, verification outcomes and issuing of Statements of Results by LGSETA or the relevant SETA.
- The training provider must submit course content and proof of accreditation from the relevant Education and Training Quality Assurance body. The accreditation certificate must correspond with the qualification or unit standards that the Municipality intends to implement.
- The programme must indicate the applicable NQF level and credit value.



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KEY ELEMENTS OF PROJECT PLAN

- Company experience, including the number of years in operation and similar projects successfully delivered
- Facilitators' years of experience and relevant qualifications
- Reference municipalities or companies where similar projects were successfully delivered

DURATION

- Project timelines will be determined by the number of credits allocated to each programme, in line with SAQA notional-hour requirements.
- Appointment to the panel of accredited training service providers does not create any entitlement, expectation or right to be allocated work. Work will be allocated as and when required, subject to the Municipality's needs and discretion.
- The allocation of work will be determined by operational requirements and the discretion of the Municipality. The services are expected to be rendered for a period of three (3) years.
- A database will be developed to record the details of all appointed accredited training providers, including programme costing information.
- At least once per year, providers listed on the training database may be requested to submit updated pricing quotations for relevant training programmes, subject to the Municipality's approved SCM Policy, National Treasury prescripts, approved budget, price reasonableness assessment and documented approval by the delegated official.
- Training interventions with an estimated value of R30 000.00 or below must be processed in accordance with the Municipality's approved quotation process, SCM Policy, applicable delegations and budget controls.
- Training interventions with an estimated value above R30 000.00 must be processed through the applicable competitive quotation, mini-competition or bid process required by the Municipality's approved SCM Policy, applicable thresholds, National Treasury prescripts and delegated authority.
- During the three-year appointment period, accredited training providers listed on the training database will be required to undergo an annual evaluation process for approved programmes. Where a provider is recommended for appointment, the evaluation outcome will inform the Municipality's decision on allocation of work.
- Where a provider performs in accordance with the requirements of the Service Level Agreement, the Municipality may consider renewing the contract if the same training need is identified in the Workplace Skills Plan for the next financial year. In such cases, the provider may not be required to undergo a further evaluation process.
- A training service provider that fails to perform in accordance with the Service Level Agreement may be disqualified.

4. General and Special Conditions of Contract



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- 4.1 The appointed training service provider must comply with the General Conditions of Contract, the Special Conditions of Contract, the specifications, the approved quotation or bid submission, the award letter, purchase orders and any signed Service Level Agreement. Where these Special Conditions impose a more specific standard, they will apply, provided that they are lawful and consistent with applicable procurement prescripts.
- 4.2 The appointment is for a panel of accredited training service providers to deliver learning programmes, skills programmes, learnerships and related training interventions to Moretele Local Municipality on an as-and-when-required basis for the contract period stated in the award.
- 4.3 Service providers must maintain valid accreditation, programme approval, qualified facilitators, assessors and moderators, learner registration capacity, training materials, administrative systems and all compliance documents required to deliver the approved programmes.
- 4.4 Prices must include all costs necessary to deliver the training intervention, including facilitation, assessment, moderation, learning materials, learner administration, certification-related processes, travel and any other costs required for successful completion, unless expressly stated otherwise in the bid document or award.
- 4.5 No training may commence without an approved purchase order, confirmed programme schedule and, where applicable, a signed Service Level Agreement. The provider must deliver the programme within the approved timelines and must notify the Municipality in writing of any delay, risk, substitution or change affecting delivery.
- 4.6 The Municipality may inspect training delivery, attendance records, learner portfolios, assessment records, moderation records, accreditation documents, Statements of Results, certificates and any other evidence required to verify compliance with the approved programme and contractual requirements.
- 4.7 Any proposed change to the approved programme, facilitator, assessor, moderator, training venue, schedule, price, learner group, qualification, unit standard or delivery method must be approved by the Municipality in writing before implementation. Invoices that do not align with the approved purchase order, approved variation and verified delivery records may be rejected or withheld until corrected.
- 4.8 Where performance concerns arise, the Municipality may require the provider to attend a performance review meeting and submit a corrective action plan. Poor performance, late delivery, failure to maintain accreditation, failure to register learners, incomplete assessments, non-compliant documentation or failure to remedy defects may result in written warnings, suspension



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of further work, cancellation of affected orders, recovery of additional costs, disqualification from allocation of work or termination, subject to due process and applicable SCM prescripts.

- 4.9 All performance review outcomes, delivery records, attendance registers, assessment and moderation records, correspondence, corrective action plans, approvals, invoice queries and payment verification documents must be retained in the contract management file for audit, contract administration and future allocation decisions.

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5. FUNCTIONALITY

To qualify for price and preference evaluation, a bidder must obtain a minimum functionality score of 60 points out of 100. Bidders that score below the minimum threshold will be regarded as having failed functionality and will not proceed to the next stage of evaluation.

ITEM	CRITERIA	WEIGHT	VALUE	SCORE
1.	COMPANY EXPERIENCE	30		
1.1.1	0-2 Years (value = 10)			
1.1.2	3-4 Years (value = 20)			
1.1.3	5 years and above (value = 30)			
2.	KEY PERSONNEL	25		
2.1	Facilitator(s)			
2.1.1	3-5 years (value = 10)			
2.1.2	6-7 years (value = 15)			
2.1.3	8 years and above (value = 25)			
3	Valid accreditation, programme approval or registration with the relevant ETQA or SETA for the proposed programme (value = 10)	10		
3.1	Not registered (value = 0)			
3.2	Registered (value = 10)			
4.	METHODOLOGY/ PROPOSAL	35		
4.1	Detailed project plan submitted and attached (value = 15)			
4.2	Experience of delivering relevant training/course (value = 35)			
TOTAL		100		



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Bidders must note that every course listed below must be supported by the applicable unit standard or qualification reference, credits, NQF level, estimated duration and evidence of accreditation or programme approval. Courses with incomplete or unverifiable information may not be allocated until the missing information has been verified and approved by the Municipality.

6. Approved Training Programmes / Course List

No.	Course Description	Unit Standard	Credits	Duration
1	Accident Investigation - Advanced			
2	Fault find, repair and maintain AC motors, circuitry and controls as applied to air conditioning, refrigeration and ventilation installations	116463	8	
3	Diagnose, service and maintain automobile air conditioning systems	12226	12	
4	Explain computer architecture concepts	14917	7	
5	Conduct outcomes-based assessment	115753	15	
6	Manage assets of a business unit	243265	12	
7	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	337061	15	
8	Manage distribution, inventory and warehousing	252300	18	
9	Install and maintain basic plumbing components	119064	12	
10	Apply supervisory management principles in an enterprise	264235	10	
11	Clean and maintain area of responsibility	113818	8	
12	Operate a bulldozer in a bulk-product handling facility	15016	10	
13	Write a technical report	116384	4	
14	Chairing Disciplinary Hearing	10985	5	



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15	Cherry Picker Operator Training (Renewal)			
16	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	110506	4	
17	Promote and support collaborative and partnership work within and between stakeholders and sectors	377847	8	
18	Interpret and manage conflicts within the workplace	114226	8	
19	Administer contracts for goods, works and services in the public sector	377896	5	
20	Care for customers	246740	3	
21	Apply the broad managerial and administrative framework to a local government environment	255576	8	
22	Conciliate a dispute in relation to training legislation	119947	5	
23	Apply legal administrative and alternative dispute resolution procedures in a paralegal context	119506	10	
24	Manage diversity in the workplace	116928	14	
25	Apply environmental management tools to assess impacts	119554	5	
26	Explain the regulatory framework for environmental management	264458	8	
27	Demonstrate an understanding of integrated environmental management analysis tools	264445	8	
28	Conduct continuous hazard identification and risk assessment within a workplace	244383	2	
29	Co-ordinate an event	13482	12	
30	Examine candidates for the drivers licence	256515	6	
31	Perform a vision-screening test in the working	116505	2	



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	place			
32	Provide primary emergency care/first aid as an advanced first responder	254220	8	
33	Provide first aid as an advanced first responder	376480	8	
34	Operate the fleet	113827	12	
35	Operate a frontend loader	262747	12	
36	Front End Loader Operator Renewal			
37	Explain fundamentals of project management	120372	5	
38	Demonstrate an understanding of Integrated Waste Management	264461	8	
39	Prepare and conduct staff selection interviews	15235	3	
40	Analyse leadership and related theories in a work context	120300	8	
41	Plan, organise and control the day-to-day administration of an office support function	110531	4	
42	Develop administrative procedures in a selected organisation	110003	8	
43	Design an organisational structure which supports the achievement of the organisational mandate	252404	13	
44	Plumbing Preparation for Trade Test			
45	Operate a backhoe/loader	262727	15	
46	TLB Operator -Renewal			
47	Conduct pruning activities according to industry standards	262157	5	
48	Demonstrate knowledge of basic indigenous plant management	8387	25	
49	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	116933	3	
50	Use a Graphical User Interface (GUI)-based	116931	4	



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	web-browser to search the Internet			
51	Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	5	
52	Use graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	116937	4	
53	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet	16943	3	
54	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	337059	15	
55	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	337063	5	
56	Monitor team members and measure effectiveness of performance	15230	4	
57	Demonstrate an understanding of the competitive environment and product positioning	252211	6	
58	Demonstrate an understanding of HIV/AIDS and its impact on the workplace	259762	12	
59	Coordinate planned skills development interventions in an organisation	15232	6	
60	Plan, organize and control the installation of drainage structures for storm-water flow	15195	10	
61	Lay pipes for water and waste water reticulation system	254070	12	
62	Lay pipes for water reticulation system	12338	12	



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63	Demonstrate an understanding of the legislative framework for road traffic law enforcement	256519	10	
64	Demonstrate a knowledge of the principles and methodology that underlie the drafting and the processing of legislation.	365239	15	
65	Apply basic computer technology	113836	11	
66	Survey and set out construction work areas	15149	15	
67	Plan organise, lead and control activities	244449	10	
68	Deploy and recover underwater positioning transporters	14435	2	
69	Determine the elevation of a point by levelling	11598	5	
70	Carry out activities that support the preparation phase of a community sanitation improvement project	115944	12	
71	Process incoming and outgoing telephone calls	14348	3	
72	Provide reception and administrative services	262625	12	
73	Manage distribution, inventory and warehousing	252300	18	
74	Monitor, control and co-ordinate the flow of stock	115876	4	
75	Manage time and the work process in a business environment	1918	4	
76	Describe the functions of the workplace health and safety representative	259622	3	
77	Explain basic health and safety principles in and around the workplace	259639	4	
78	Present information in report format	110023	6	
79	Write and present for a wide range of purposes, audiences and contexts	115790	5	
80	Identify, operate and maintain the records management system in a Public-Sector organization	113961	6	



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81	<i>Develop and utilize municipal administrative procedures and principles to manage records within a municipal information system</i>	<i>123455</i>	10	
82	<i>Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management</i>	<i>259477</i>	4	
83	<i>Manage the capture, storage and retrieval of human resource information system</i>	<i>10171</i>	3	
84	<i>Apply appropriate social protocols in the workplace and community</i>	<i>13648</i>	4	
85	<i>Supervise work unit to achieve work unit objectives (Individuals and teams)</i>	<i>10981</i>	12	
86	<i>Conceptualise, design and implement a public-sector development management framework</i>	<i>242918</i>	16	
87	<i>Contribute towards organisation policy development</i>	<i>230448</i>	8	
88	<i>Operate pumps</i>	<i>246442</i>	5	
89	<i>Operate and maintain a motorised water pump</i>	<i>123138</i>	2	
90	<i>Facilitate PDP Permits</i>			
91	<i>Apply advanced driving skills / techniques in defensive and offensive situations</i>	<i>115311</i>	9	
92	<i>Apply principles of computerised systems to manage data and reports relevant to the public-sector administration</i>	<i>119351</i>	10	
93	<i>Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process</i>	<i>119348</i>	10	
94	<i>Construct water reticulation concrete work and brick masonry</i>	<i>254055</i>	5	



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95	Apply in-bound and out-bound Contact Centre operations within an emergency context	13884	16	
96	Describe and apply the management functions of an organization	14667	10	
97	Select a back-up generator for a stand-alone renewable energy system	259182	4	
98	Develop basic understanding of GIS data structures for data acquisition	258641	6	
99	Apply knowledge and insight of insurance complex commercial and corporate enterprises	243169	10	
100	Demonstrate understanding of crime prevention	120480	6	
101	Demonstrate an understanding of HIV/AIDS and its impact on the workplace	259762	12	
102	Manage organizational system and physical and financial resources	115434	20	
103	Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	5	
104	Demonstrate an understanding of the Public Finance Management Act (PMFA) and related Treasury Regulations	377913	15	
105	Occupational Certificate: Plumber (Preparation for Trade: Plumbing)	91782		
106	Supervision Skills for Line Managers	116380	6	
107	Apply the broad managerial and administrative framework to a local government environment	255576	8	
108	Design and implement a set of engagement and	120499	8	



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	participation processes, systems and events in support of the integrated development planning process in a municipality			
109	Present information in a report format	110023	6	
110	Conduct an investigation into workplace incidents	120335	5	
111	Conduct a continuous risk assessment in a workplace	120335	4	
112	Administer accounting and budgeting for input into municipal financial resource management	123458	15	
113	Conduct audits of the quality management system	263400	10	
114	Identify and apply ethical behaviour and team discipline	255823	5	
115	Handle and dispose of waste	119303	12	
116	Municipal Financial Management Programme	48965	166	
117	Apply Communication, interpersonal and conflict management principles in Ward Committee functions, processes	242891	10	
118	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	242896	10	
119	Display an understanding of the Constitution, Structure of Ward Committees and the roles and responsibilities of committee members	242892	6	
120	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	242893	6	
121	Demonstrate knowledge and understanding of the project and the project support services environment	123462	4	



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122	Display an understanding of core municipal processes and Ward Committee participation in these processes	2422890	10	
123	Advocate and lobby community issues	119517	12	
124	Demonstrate knowledge of gender, equity and diversity issues in development projects	242894	6	
125	Facilitate community participation in democratic processes and structures	123436	7	
126	Apply knowledge of community issues in relation to development projects	14534	4	
127	Local Government Accounting	59751	120	
128	Apply communication principles, strategies and processes in a leadership role	120394	6	
129	Apply leadership skills to relationship management	120391	8	
130	Develop and apply a service culture to a leadership role	120390	8	
131	Explain and apply legislation and policies applicable to leadership in a specific sector or context	120393	10	
132	Analyse the role that emotional intelligence plays in leadership	120305	8	
133	Accommodate audience and context need in oral communication	8968	5	
134	Apply the principles of change management in the workplace	115407	10	
135	Supervise a project team of a developmental project to deliver project objectives	10146	14	
136	Apply key municipal processes in a council function	244185	12	



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137	Demonstrate an understanding of the policy and legal framework guiding Local Government	244175	10	
138	Exercise leadership in a councillor context	244180	6	
139	Facilitate co-operative governance and intergovernmental relations	244174	6	
140	Facilitate Council and related meetings to achieve Local Government objectives	244186	6	
141	Facilitate public participation and citizen involvement in Local Government processes	244188	6	
142	Fulfil the roles and the responsibilities of a councillor	244183	6	
143	Utilise advocacy and lobbying skills to represent municipal interest in inter-governmental structures and processes	244190	6	
144	Apply communication principles, strategies and processes in a leadership role	120394	6	
145	Facilitate community participation in democratic processes and structures	123436	7	
146	Provide assistance in implementing and assuring project work meets quality requirements	120383	6	
147	Apply administrative principles in the implementation of public sector procedures and work schedule	242900	6	
148	Evaluate a job in the Public Sector in South Africa	337062	6	
149	Demonstrate an ability to apply the principles of problem identification, analysis and decision making within immediate work context.	242902	6	



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150	Code of Conduct for Municipal workers			
151	Code of Conduct for Councillors			
152	Municipal Public Accounts Committee Capacity Building			

SECTION 4.1: MBD 4 — DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state²
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:
 - 3.2 Identity Number:.....
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company registration number:.....
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.



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3.8 Are you presently in the service of the state? YES /NO

3.8.1 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.



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

3.9.1 If so, furnish particulars.

.....

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

3.10.1 If so, furnish the following particulars:

.....

3.11 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

3.11.1 If so, furnish particulars

.....

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

3.12.1 If so, furnish particulars.

.....

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

3.13.1 If so, furnish particulars.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

YES / NO

3.14.1 If yes, furnish particulars:.....



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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number	Income Tax Number

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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SECTION 4.2: MBD 6.1 — PREFERENCE POINTS CLAIM FORM

This form forms part of the bid documents and must be completed by bidders claiming preference points for the specific goals stated in this bid document. Preference points will be awarded for price and specific goals in accordance with the Preferential Procurement Policy Framework Act, the applicable Preferential Procurement Regulations, National Treasury prescripts and the approved Moretele Local Municipality Supply Chain Management Policy.

IMPORTANT: Before completing this form, bidders must study the evaluation criteria, specific-goals table, documentary proof requirements and all preferential procurement provisions contained in this bid document. Only preference claims supported by valid, clear and verifiable documentary proof may be considered.

1. General Conditions

The applicable preference point system must be determined and applied in accordance with the Preferential Procurement Regulations applicable at the date of advertisement, the approved MLM SCM Policy, and the value and nature of the procurement.

- the 80/20 system for requirements within the threshold prescribed by the applicable Preferential Procurement Regulations; and
- the 90/10 system for requirements above the threshold prescribed by the applicable Preferential Procurement Regulations.

The Municipality will disclose and apply the relevant preference point system and specific goals in this bid document, in line with the applicable Preferential Procurement Regulations and approved MLM SCM Policy.

For this bid, preference points will be allocated for price and for the specific goals expressly stated in this bid document. Bidders may not claim preference points for goals that are not disclosed in the bid document.

The maximum points for this bid are allocated as follows:



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PREFERENCE POINT ALLOCATION	
Evaluation Component	Maximum Points
Price	80
Specific goals	20
Total points for price and specific goals	100

Failure by a bidder to complete and sign this form, or to submit acceptable documentary proof for a claimed specific goal, may result in no preference points being awarded for that specific goal. The bid may still be evaluated for price and functionality unless the omitted document is expressly listed as mandatory for responsiveness elsewhere in this bid document.

The Municipality may require a bidder, before adjudication or at any time thereafter, to substantiate any preference claim in the manner required by the Municipality and permitted by law.



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2. Definitions

- 1.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.6 “Evaluated price” means the price used for evaluation after applying all arithmetical corrections, unconditional discounts and adjustments permitted by the bid document and applicable procurement prescripts.
- 1.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;
- 1.9 “EME” means an exempted micro enterprise as defined in the applicable B-BBEE framework or relevant sector code, where such status is used as supporting proof for a specific-goals claim.
- 1.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;



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- 1.12 “non-firm prices” means all prices other than “firm” prices;
- 1.13 “person” includes a juristic person;
- 1.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 1.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 1.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. Adjudication Using a Point System

- 1.19 The bidder obtaining the highest number of total points will be awarded the contract.

Points must be calculated using the evaluated price and the specific-goals points supported by acceptable documentary proof, in accordance with the applicable Preferential Procurement Regulations, this bid document and the approved MLM SCM Policy.

- 1.20 Points scored must be rounded off to the nearest 2 decimal places.

Where two or more bids score equal total points, the successful bid must be determined in accordance with the tie-break provisions of the applicable Preferential Procurement Regulations and the approved MLM SCM Policy.

Where functionality forms part of the evaluation process, functionality may be considered only in the manner disclosed in this bid document and permitted by the applicable Preferential Procurement Regulations and the approved MLM SCM Policy.

- 1.21 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



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2. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps_{80}^{20} - \frac{Pt - P_{min}}{P_{max} - P_{min}} & \text{or} & Ps_{90}^{10} - \frac{Pt - P_{min}}{P_{max} - P_{min}} \end{array}$$



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Where

2

P_{min}

P_{min}

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid



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3. Points awarded for specific goals

- 3.1 Preference points must be awarded for price and for the specific goals stated in this bid document, in accordance with the Preferential Procurement Policy Framework Act, the applicable Preferential Procurement Regulations, National Treasury prescripts and the approved MLM SCM Policy. B-BBEE status level may be used only where it is stated as a specific goal or forms part of the documentary proof required for a disclosed specific goal.

Specific goal	80/20 points	Acceptable evidence
Ownership by black people as contemplated in the approved SCM Policy and applicable law	5 points	Valid B-BBEE certificate, sworn affidavit, CSD report, CIPC documents or other verifiable ownership proof accepted by the Municipality.
Locality Promotion of local economic development within the municipal, district, provincial or national area, as determined by the approved SCM Policy	2.5 points	CSD report, municipal account, lease agreement, business registration address, proof of trading address or other verifiable proof accepted by the Municipality
Ownership by women	5 points	CSD report, CIPC documents, certified identity documentation, shareholder register or equivalent verifiable ownership proof.
Ownership by persons with disabilities	2.5 points	CSD report and acceptable supporting documentation confirming ownership, where lawfully required and handled in accordance with privacy requirements.
Ownership by Youth	5 points	CSD report, CIPC documents, certified identity documentation, shareholder register or equivalent verifiable ownership proof.
Specific Goal	Documentary Proof Required	Maximum Points

- 3.2 Bidders claiming preference points for specific goals must submit the documentary proof required in this bid document. Where B-BBEE status level is used as a disclosed specific goal or as supporting proof for a specific goal, acceptable proof may include a valid B-BBEE verification certificate, sworn affidavit, CIPC certificate, or other proof recognised under the applicable B-BBEE framework and capable of verification by the Municipality.
- 3.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.



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- 3.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 3.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 3.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

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

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 5.1 B-BBEE Status Level of Contribution: =.....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?..... %
- (ii) the name of the sub-contractor?..... (iii) the B-BBEE status level of the sub-contractor?

.....



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(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

COMPANY CLASSIFICATION

Manufactur
e
Supplier
Professional service provider
Other service providers, e.g.
transporter, etc. [TICK APPLICABLE BOX]

9.6 MUNICIPAL INFORMATION

Municipality where business is situated
Registered Account Number
Stand Number

9.7 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the



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company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;



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- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

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

2.

DATE:.....

ADDRESS:.....

.....

.....

.....



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SECTION 4.3: MUNICIPAL RATES AND SERVICES

Names of Directors/Partners/Senior Managers	Physical residential address of the Director/Partner/Senior Manager	Residential Municipal Account number(s)	Name of Municipality

NB: Please attach copy/copies of Municipal Account(s)

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....

.....



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Position

Name of Bidder



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SECTION 4.4: AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr / Mrs..... acting in his/her

capacity as of the business trading as..... to sign all

documentation in connection with Tender

NAME OF MEMBERS / DIRECTORS	SIGNATURE	DATE

Note: If bidders attached a copy of their Authorised Signatory is it not necessary to complete this form.



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SECTION 4.5: MBD8: DECLARATION OF BIDDER'S PAST SUPPLYCHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	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 aural interampartem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	☒	☒
4.1.1	If so, furnish particulars: ☐ Yes ☐ No		
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)? The Register Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	☐	☐



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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:		
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 IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date



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.....
Position

.....
Name of Bidder



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SECTION 4.6 MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:



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

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



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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

every respect: I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



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6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date



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.....

Position

.....

Name of Bidder

³Jointventure or Consortium means an association of persons for the purpose of combining their expertise, property,



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capital, efforts, skill and knowledge in an activity for the execution of a contract.

SECTION 5: DECLARATION

1. I hereby declare that I have read, understood, agree and comply with all of the sections below, if included, that it shall be deemed to form and be construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations, 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
2. I confirm that I am duly authorised to sign this document.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNES

1

2

DATE



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SECTION6: CONTRACT FORM: PART 1 (TO BE FILLED IN BY THE BIDDER)

BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2) MUST FILL THIS FORM IN DUPLICATE. BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations, 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)

2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

3. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

4. I confirm that I am duly authorised to sign this contract.

NAME (PRINT).....

CAPACITY.....

SIGNATURE.....NAME OF

FIRM.....

DATE.....

WITNES

1

3

DATE



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SECTION6: CONTRACT FORM: PART 2 (TO BE FILLED INBY THE PURCHASER)

1. I..... in my capacity as Director: Corporate Services
accept your bid under reference number 93-13/14 dated..... for the supply of
goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)



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4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....NAME

(PRINT)

SIGNATURE.....OFFICIAL STAMP

WITNESS

1

2

DATE



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