



TENDER NUMBER UMDAC02/2021/22

**APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE
PROVIDERS FOR THE IMPLEMENTATION OF LOCAL
ECONOMIC DEVELOPMENT (LED) PROJECTS FOR THE
PERIOD 2020/21, 2021/22, 2022/23 AND 2023/24**

**Umhlosinga
Development
Agency**

308 Ebony Crescent
Mtubatuba
3935

P O Box 367
St Lucia, 3936

Tel: 035 550 3080
Fax 035 550 3088

**UMkhanyakude
District Municipality**

Harlingen No. 13433
Kingfisher Road
Mkuze
KwaZulu-Natal

P O Box 449
Mkuze
3965

Tel: 035 573 8600
Fax: 035 573 1094



TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PART 1: TENDERING PROCEDURES.....	3
SECTION A: TERMS OF REFERENCES	9
SECTION B: TAX CLEARANCE CERTIFICATE REQUIREMENTS	13
SECTION C: COMPLETION OF BIDS	14
SECTION D: DECLARATION OF INTEREST.....	15
SECTION E: PREFERENCE POINTS CLAIM FORM.....	21
SECTION F: PRICING SCHEDULE	Error! Bookmark not defined.
SECTION G: CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	30
SECTION H: OFFICIAL BRIEFING SESSION SESSION/SITE INSPECTION CERTIFICATE	35
SECTION I: AUTHORITY TO SIGN A BID.....	36
SECTION J: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	42
SECTION M: EXPERIENCE OF TENDERER	48

PART 1: APPLICATION PROCEDURES

APPLICATION NOTICE AND INVITATION TO APPLY

Proposals are invited from suitably qualified service providers in terms of Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, to “**APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR THE IMPLEMENTATION OF LOCAL ECONOMIC DEVELOPMENT (LED) PROJECTS FOR THE PERIOD 2021/22, 2022/23, 2023/24 AND 2024/25**” for uMhlosinga Development Agency.

APPLICATION DOCUMENTS:

No briefing session will be held for this tender. Application documents with the necessary specifications will be available on the website www.umda.org.za.

SUBMISSION OF APPLICATIONS

Completed applications enclosed in sealed envelopes and clearly marked “**APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR THE IMPLEMENTATION OF LOCAL ECONOMIC DEVELOPMENT (LED) PROJECTS FOR THE PERIOD 2021/22, 2022/23, 2023/24 AND 2024/25**” must be deposited in the official bid box outside the of UMDA Development Agency offices at **308 Ebony Crescent road, Mtubatuba, 3935** or be posted with registered mail and be addressed to **The Chief Executive Officer, uMhlosinga Development Agency, P.O. Box 367, Mtubatuba, 3935** on or before Friday; **15 October 2021 at 12h00 midday**.

CLOSING DATE

15 October 2021

Only applicants with proven track record that can demonstrate success in similar services will be considered. Applications will be adjudicated in terms of the UMDA’s Supply Chain Management Policy on the 80/20 Preferential Point System, it is therefore essential that the bidders document must be used.

It will be the applicant's responsibility to check the document on receipt for completeness and to notify the employer of any discrepancies or omissions. It is the bidder's responsibility to provide all the data and information requested completely and, in the form, required. Failure to do so may be regarded by the employer as a non-responsive bidder. uMhlosinga Development Agency is not bound to accept the lowest or any Bid and reserves the right to accept the whole or part of the bid.

All communication between uMhlosinga Development Agency and the bidder should be in a form that can be read, copied and recorded. All writing should be in English language. The employer will not take responsibility for non-receipt of communications from bidders.

No late submissions will be considered, and no applications or proposals sent or submitted by telefacsimile, telegram or electronic mails will be accepted. For enquiries related to this bid may be directed procurement section contact Ms. S.D Manzini on (035) 550 3080 during office hours.

BSG Zondi
Chief Executive Officer

The Employer's Physical Address	uMhlosinga Development Agency 308 Ebony Crescent Mtubatuba 3935
Location of Tender Box:	uMhlosinga Development Agency 308 Ebony Crescent Mtubatuba 3935
Closing Time	Closing Date: 15 October 2021 Closing Time: 12H00
Tender Offer Validity:	60 Calendar Days from Closing Date
Certificates	The following certificates need to be included in the Tender: a) An original valid SARS and or VAT Clearance Certificate issued by the South African Revenue Services

- b) A Company Registration certificate
- c) BBBEE original certificate or certified copy

Opening of Tender:

The date, time and location for opening of tender offers are:

Submissions

Date: **15 October 2021**

Time: **12h00**

Location uMhlosinga Development Agency office

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

PART 2: INVITATION TO APPLY

YOU ARE HEREBY INVITED TO APPLY FOR REQUIREMENTS OF
UMHLOSINGA DEVELOPMENT AGENCY

NOTES TO TENDERER'S

SCOPE OF WORK:

The purpose of the terms of reference (TOR) is to invite applications from professional service providers who wish to be part of a panel of consultants who will assist UMDA with packaging of developmental projects to attract investments in the uMkhanyakude District. The TOR details the field of expertise required by the development agency to package these projects. Potential service providers can comprise of a firm or consortium of firms or a consortium of individual experts.

SITE DESCRIPTION:

The professional service providers will be expected to package various LED projects within uMkhanyakude District and its four local municipalities:

- Mtubatuba Local Municipality
- Hlabisa Local Municipality
- Jozini Local Municipality
- uMhlabuyalingana Local Municipality

CONTRACT PERIOD:

The contract period is envisaged to be three (3) years.

CONTRACTORS SITE AREA:

N/A

FIXED PRICE CONTRACT:

The Tender is for a fixed price and not subject to fluctuations in the cost of Labour and Materials

PROFESSIONAL CONSULTANTS DETAILS:

There are no professional consultants appointed for this project. However, the service provider will work closely with the Chief Operations Officer from uMhlosinga Development Agency.

A. UMDA's Agribusiness Development Manager

uMhlosinga Development Agency

Ebony Crescent Lot 308

Phone: 035 550 3080

E-mail on: sharaungastan@gmail.com/ sharaunga2000@yahoo.com

Postal address P.O Box 367, St Lucia 3936, or

APPLICATION DOCUMENTS MAY BE POSTED TO: uMhlosinga Development Agency

P.O. Box 367

St Lucia

3935

Or

DEPOSITED IN THE BID BOX SITUATED:

uMhlosinga Development Agency

AT (STREET ADDRESS):

308 Ebony Crescent

Mtubatuba

3935

ENQUIRIES:

All technical enquiries regarding this Tender must be directed to:

Dr S. Sharaunga

Phone: 035 550 3080

E-mail on: sharaungastan@gmail.com/ sharaunga2000@yahoo.com

Postal address P.O Box 367, St Lucia 3936, or

Applicants should ensure that documents are delivered timorously to the correct address. If the application is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL APPLICATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS APPLICATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO APPLICATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF APPLICANT.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD2)
.....YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)
.....YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY.....

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

SECTION A: TERMS OF REFERENCES

SECTION A: TERMS OF REFERENCES

TERMS OF REFERENCE (TOR) AND CONDITIONS

BID NUMBER: TENDER NUMBER/**UMDAC02/2021/22**

DESCRIPTION: APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR THE IMPLEMENTATION OF LOCAL ECONOMIC DEVELOPMENT (LED) PROJECTS FOR THE PERIOD 2020/21, 2021/22, 2022/23 AND 2023/24

1. BACKGROUND INFORMATION

uMkhanyakude is one of the 10 district municipalities in KwaZulu-Natal province of South Africa. It is one of the two most deprived districts in South Africa according to the District Health Barometer where “Deprivation” is defined as a combination of indicators including unemployment rates, access to piped water and electricity, female-headed households with high numbers of children and low education levels, according to the Health Systems Trust which produces the Barometer. The district municipality wishes to fast-track development for the benefit of all people under the family of the four local municipalities.

To promote sustainable economic development, uMkhanyakude District Municipality took a resolution to establish the uMhlosinga Development Agency (UMDA) which was officially registered as a municipal entity in 2004. The role of UMDA is to act as an agent for and on behalf of the District Municipality in implementing economic, social and environmental policies and projects, as identified by

or agreed with the district and local municipalities of uMkhanyakude. UMDA is required to co-ordinate the implementation of a sustainable, long- and short-term district development programs, including its spatial, economic, social and environmental dimensions within it's regulatory, budgetary, financial, legal, social and economic limits.

2. PROJECT SPECIFIC BACKGROUND

uMhlosinga Development Agency intends to package several projects to make them investment ready and be able to attract investments into the uMkhanyakude District. To package these projects for investment a panel of professional service providers are required. Thus, UMDA wants to create a database of consultants who will assist to prepare each project to be investment ready.

2.1 The Purpose of the Terms of Reference

The purpose of the terms of reference (TOR) is to invite applications from professional service providers who wish to be part of a panel of consultants who will assist UMDA with packaging of developmental projects to attract investments in the uMkhanyakude District. The TOR details the field of expertise required by the development agency to package these projects. Potential service providers can comprise of a firm or consortium of firms or a consortium of individual experts.

3. LIST OF PROFESSIONAL SERVICES REQUIRED

Service providers required to be part of this is panel, include but not limited to, specialists in the following professional field:

- CIDB registered contractors (GB, CE, ME, etc) and grading
- Built Environment Professionals (Architects, Quantity Survey, Mechanical, Electrical, Civil, etc)
- Environmental Consultants
- Town Planners
- Investment Facilitators
- Investment promoters
- Institutional Social Development (ISD) Facilitators
- Business Development Practitioners
- Property Developers

- Agricultural Professionals
- Tourism Professionals
- Communication and Marketing
- ITC
- Etc

4. REQUIREMENTS

NB: In order to be considered, relevant registration with professional bodies will be required. In the event where individuals are required to register with professional bodies, individual registration with the professional bodies are required. Proof of registration and CV's of key personnel will also be required.

5. APPLICATION DOCUMENTS:

Application Documents with the necessary specification will be available on the website www.umda.org.za.

6. BID SUBMISSION

Completed application enclosed in sealed envelopes and clearly marked '**APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR THE IMPLEMENTATION OF LOCAL ECONOMIC DEVELOPMENT (LED) PROJECTS FOR THE PERIOD 2020/21, 2021/22, 2022/23 AND 2023/24**' must be deposited in the official bid box outside uMhloosinga Development Agency offices at 308 Ebony Crescent Road Mtubatuba on or before **15 October 2021 at 12.00midday**.

7. FUNCTIONALITY

This criterion is intended to ascertain the competence of the bidder to undertake the proposed projects. The table below depicts the elements of functionality, description and applicable weightings. **A bidder who scores less than 70% for functionality will be eliminated.**

Key aspect of criterion	Basis for points allocation	Score	Max. Points	Verification Method
Experience of the Bidder in managing similar projects. (Name of traceable reference with contact	Five projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Good	25	List of projects Letter of project completion or recommendations

details to be included for verification)	Three projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Fair	16.7	List of projects Letter of project completion or recommendations
	Two projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Poor	8.3	List of projects Letter of project completion or recommendations
Qualifications of project site manager	BSc Engineer	Good	15	Curriculum Vitae & Certified Copy of Qualification to be attached
	Technologist	Fair	10	Curriculum Vitae & Certified Copy of Qualification to be attached
	Technician	Poor	5	Curriculum Vitae & Certified Copy of Qualification to be attached
Experience of team	5 or more years' experience in managing similar projects	Good	5	Curriculum Vitae to be attached
	3 or more years' experience in managing similar projects	Fair	3	Curriculum Vitae to be attached
	Less than 3 years' experience in managing similar projects	Poor	1	Curriculum Vitae to be attached
Locality	Based in UKDM	Good	15	Proof of residence
	Not based in UKDM but located in KZN	Fair	7,5	Proof of residence
	Located in South Africa	Poor	0	Proof of residence
Proof of registration with professional bodies	Registered		10	Proof of registration
	Not registered		5	Proof of registration
Maximum total points			70	

NB: ALL COPIES MUST BE CERTIFIED

The minimum points that must be scored by a bidder to be evaluated further is 70% points. Only bidders that pass the functionality will be evaluated further for preferential points calculation based on the percentage.

Evaluation criteria: 80/20 preference points system as presented in the 'Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulation, 2017' for this purpose MBD2; MBD4 and MBD6.1 must be completed and submitted with your quotation. Failure in submitting these documents will result in a quotation being disqualified.

SECTION B: TAX CLEARANCE CERTIFICATE REQUIREMENTS

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1

In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2

SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3

The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5

Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

SECTION C: COMPLETION OF BIDS

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.

6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION D: DECLARATION OF INTEREST

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.4 Tax Reference Number:

.....

2.5 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....

2.8 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....



2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?
YES/NO

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED



(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SECTION E: PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000.0 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000.0 (all applicable taxes included).

1.2 The value of this bid is estimated **NOT to exceed** R1 000 000.0 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **“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;

- 2.4 “**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;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less.
- 2.10 “**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;
- 2.11 “**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;

- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“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;
- 2.15 **“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;
- 2.16 **“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;
- 2.17 **“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
- 2.18 **“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

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation 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.

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

4. POINTS AWARDED FOR PRICE

4.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 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.
- 5.4 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.
- 5.5 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.

- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 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.
- 5.8 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.

6. BID DECLARATION

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

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

- 7.1 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

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?

.....

(iv) whether the sub-contractor is an EME? YES / NO

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number

9.3 Company registration number.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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 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;

(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:
.....

COMPANY STAMP:

SECTION

G: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION



- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

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

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

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 Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (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.

³ Joint venture or Consortium 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.

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

.....
Position

.....
Name of Bidder



SECTION H: OFFICIAL BRIEFING SESSION SESSION/SITE INSPECTION CERTIFICATE

OFFICIAL BRIEFING SESSION SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE
BID.

Site/building /institution involved: **uMhlosinga Development Agency**

Bid No:

Description:

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

ATTENDED THE BRIEFING MEETING ON (DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE
SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP:
(OPTIONAL)

DATE:

SECTION I: AUTHORITY TO SIGN A BID

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

.....

IN HIS/HER CAPACITY AS:

.....

SIGNED ON BEHALF OF COMPANY:

.....

(PRINT NAME)

SIGNATURE OF SIGNATORY:DATE:

WITNESSES: 1

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

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

SIGNATURE.....

DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....

We, the undersigned partners in the business trading as

.....

hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of: (Name of Partnership)

.....

.....

SIGNATURE

SIGNATURE

SIGNATURE



.....
DATE

.....
DATE

.....
DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....

at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of:

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS..... DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....

at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:



WITNESSES: 1

2

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....

(PRINT NAME):

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....

(PRINT NAME):

SIGNATURE :.....

DATE:.....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....

(PRINT NAME):

SIGNATURE :.....

DATE:.....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....

(PRINT NAME):

SIGNATURE:.....

DATE:.....

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other document and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....



IN HIS/HER CAPACITY AS:.....

SIGNATURE:..... DATE:.....

SECTION J: DECLARATION OF APPLICANT'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	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

.....
Position

.....
Name of Bidder



SECTION K: FUNCTIONALITY

This criterion is intended to ascertain the competence of the bidder to undertake the proposed projects. The table below depicts the elements of functionality, description and applicable weightings. **A bidder who scores less than 70% for functionality will be eliminated.**

Key aspect of criterion	Basis for points allocation	Score	Max. Points	Verification Method
Experience of the Bidder in managing similar projects. (Name of traceable reference with contact details to be included for verification)	Five projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Good	25	List of projects Letter of project completion or recommendations
	Three projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Fair	16.7	List of projects Letter of project completion or recommendations
	Two projects managed in the last 5 years. Tenderers to submit a letter of appointment and completion certificate.	Poor	8.3	List of projects Letter of project completion or recommendations
Qualifications of project site manager	BSc Engineer	Good	15	Curriculum Vitae & Certified Copy of Qualification to be attached
	Technologist	Fair	10	Curriculum Vitae & Certified Copy of Qualification to be attached
	Technician	Poor	5	Curriculum Vitae & Certified Copy of Qualification to be attached
Experience of team	5 or more years' experience in managing similar projects	Good	5	Curriculum Vitae to be attached
	3 or more years' experience in managing similar projects	Fair	3	Curriculum Vitae to be attached
	Less than 3 years' experience in managing similar projects	Poor	1	Curriculum Vitae to be attached
Locality	Based in UKDM	Good	15	Proof of residence

	Not based in UKDM but located in KZN	Fair	7,5	Proof of residence
	Located in South Africa	Poor	0	Proof of residence
Proof of registration with professional bodies	Registered		10	Proof of registration
	Not registered		5	Proof of registration
Maximum total points				70

NB: ALL COPIES MUST BE CERTIFIED

The minimum points that must be scored by a bidder to be evaluated further is 70% points. Only bidders that pass the functionality will be evaluated further for preferential points calculation based on the percentage.

Evaluation criteria: 80/20 preference points system as presented in the 'Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulation, 2017' for this purpose MBD2; MBD4 and MBD6.1 must be completed and submitted with your quotation. Failure in submitting these documents will result in a quotation being disqualified.

NB: ALL COPIES MUST BE CERTIFIED

In order to successfully assess the above criteria, the following information must be submitted with tender documents:

- Relevant experience – a list of relevant projects undertaken and for each project provide:
 - Description and relevance to the bided project
 - Role of the bidder
 - Project cost and duration

- Past Performance
 - Project name
 - Clients project manager (name and phone number)
 - Quality standards, target performance levels
 - Tender price, variations and final cost
 - Completion date and extensions of time granted

- Technical Skills – details of the project team including the following:

- Names
- Function
- Technical Expertise
- CV's to be provided
- Resources
 - Specialist Equipment
 - Labour, by trade skills
 - Facilities
- Methodology
 - Program of works
 - Key performances indicator
 - Division of works into subcontracts
 - Innovative procedures to be used
 - Reporting and recording systems

SECTION M: EXPERIENCE OF TENDERER

EXPERIENCE OF TENDERER

CAPACITY AND PAST PERFORMANCE

LIST THE THREE LARGEST PROJECTS COMPLETED BY YOUR FIRM IN THE LAST FOUR YEARS			
<i>Name of Project Completed</i>	<i>Name of Project Manager & Telephone no.</i>	<i>Name of Client & Telephone no.</i>	<i>Value of Project</i>
LIST THE CURRENT PROJECTS THAT YOUR FIRM IS INVOLVED IN			

CURRICULUM VITAE OF KEY PERSONNEL (COMPULSORY)

(CVs are required only for site agent and contract or project manager)

CV FOR CONTRACT OR PROJECT MANAGER

Name:	Date of birth:
Profession:	Nationality:
Qualifications:	
Professional Registration Number:	
Name of Employer (firm):	
Current position:	Years with firm:
<u>Employment Record:</u>	
<u>Experience Record Pertinent to Required service:</u>	



SECTION Q: TENDERER'S FINANCIAL STANDING

TENDERER'S FINANCIAL STANDING

In terms of Clause F.2.18.1 of the Contract-specific Tender Data the Tenderer shall provide information about his commercial position, which includes information necessary for the Employer to evaluate the Tenderer's financial standing.

To that end the Tenderer must provide with his tender a bank rating, certified by his banker, to the effect that he will be able to successfully complete the contract at the tendered amount within the specified time for completion.

However, should the Tenderer be unable to provide a bank rating with his tender, he shall state the reasons as to why he is unable to do so, and in addition provide the following details of his banker and bank account that he intends to use for project:

Name of account holder

Name of Bank:

Branch:

Account number:

Type of account:

Telephone number:.....

Facsimile number:

Name of contact person (*at bank*:

Failure to provide either the required bank details or a certified bank rating with his tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at his disposal to complete the contract successfully within the specified time for completion.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the tender submitted by the Tenderer.

SIGNATURE:

IDENTITY NUMBER:

(of person authorised to sign on behalf of the Tenderer)

DATE:.....

FINAL SUMMARY

	Page No	Amount
1		
Equipment production or procurement		
2		
Transportation to site		
3		
Installing and fitting		
4		
Commissioning & training to operate machinery		
SUB-TOTAL (EXCLUDING VAT)		
ADD: VAT @ 15%		
TOTAL AMOUNT (INCL. VAT)		