SOL PLAATJE LOCAL MUNICIPALITY

INVITATION FOR QUOTATIONS

LATE SUBMISSION OF BIDS WILL NOT BE ACCEPTED.

QUOTATION NUMBER:	**Q039/2025/2026**
DESCRIPTION:	**APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27**
THE OFFER CONTAINS	MQD1, MQD 2, MQD 3.1, MQD 4, listing criteria, MQD6, MQD 6.1, MQD 6.2 (if applicable) MQD 8, MQD 9 and General Conditions of Contract

NAME OF BIDDER	
Email address and telephone number	
PHYSICAL TRADING OFFICE ADDRESS	
SCOA BUDGET VOTE NO	**2222 227 0320 RAM RC ZZ WM**
PREPARED FOR: **K. de Klerk** SOL PLAATJE MUNICIPALITY PRIVATE BAG X5030 KIMBERLEY 8300	PREPARED BY: B. Nkoe DATE: 02 February 2026
CLOSING DATE: **12 February 2026**	TIME: **10:00**

MQD 1

SOL PLAATJE LOCAL MUNICIPALITY

INVITATION OF QUOTATION FOR GOODS AND SERVICES ABOVE R30 000 BUT NOT EXCEEDING R300 000

Q039/2025/2026 – APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27

Directorate	**Finance**
Section	**Internal Audit**
Contact person	**K. de Klerk**
Telephone	**053 830 6578**
Date	**02/02/2026**
Reference No	**Q039/2025/2026**

Documents are obtainable from:
SCM Contract Department, Abattoir Road, Stores Complex (Opposite Security), Kimberley
Telephone: 053 830 6180 or

One complete set of documents is available to download from http://www.solplaatje.org.za at no cost.

ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF ANY QUOTE

QUOTATIONS SUBMITTED WILL ONLY BE CONSIDERED IF THE BIDDER HAS BEEN APPROVED ON THE CENTRAL SUPPLIER DATABASE (CSD) NATIONAL TREASURY'S WEBSITE (www.csd.gov.za). COMPLETE AND SUBMIT ALL DOCUMENTS AS PER THIS QUOTATION DOCUMENT INCLUDING LISTING CRITERIA, MQD DOCUMENT IN THE ATTACHED DOCUMENT AND THE BIDDER MUST COMPLY WITH THE REQUIREMENTS OF THE SPECIFICATIONS.

GENERAL CONDITIONS

Quotations must be submitted using this official quotation form.

SOL PLAATJE LOCAL MUNICIPALITY

THE FOLLOWING PARTICULARS MUST BE FURNISHED					
YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE SOL PLAATJE MUNICIPALITY					
BID NUMBER:	**Q039/2025/2026**	CLOSING DATE:	**12 February 2026**	CLOSING TIME:	**10H00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27**				
	One complete set of document is available at http://www.etenders.gov.za or http://www.solplaatje.org.za at no cost. The services shall commence on the date of signing the contract, and for once-off henceforth, with an option to extend as may be agreed upon by both parties upon expiry. Payment must be made at the cashiers on a "NO 10 deposit slip" using the following **mSCOA vote no** 28562323643WWCMSZZWM				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT - FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

SOL PLAATJE MUNICIPALITY
SCM UNIT – CONTRACTS DEPARTMENT, MUNICIPAL STORES COMPLEX
ABATTOIR ROAD, ASHBURNHAM
KIMBERLEY
8301

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
PHYSICAL TRADING ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				

VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**AND**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL ORIGINAL SWORN AFFIDAVIT		☐ Yes ☐ No	

B-BBEE CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) / MEDICAL CERTIFICATE/ MUNICIPAL ACCOUNT OR LEASE AGREEMENT / CSD MUST BE SUBMITTED IN ORDER QUALIFY FOR SPECIFIC GOALS POINTS]

In line with the Preferential Procurement Regulation of 2022 and SPM Preferential Procurement Policy, the following Specific Goals is applicable:

Locality – as a specific goal

No#	Criteria	80/20 Points allocation	90/10 Points allocation
1.	Offices within the jurisdiction of SPM	20	10
2.	Offices within the jurisdiction of Francis Baard District	5	3
3.	Offices within the Northern Cape Province	3	2
4.	Offices within the Republic of South Africa	1	1

Objective Criteria **(Section 2(1)(f) of the PPPFA)** - In terms of **section 2(1)(f)** of the **Preferential Procurement Policy Framework Act**, the Municipality reserves the right not to award the bid to the highest scoring bidder if objective criteria justify such decision. These criteria may include, but are not limited to:

a) Proven poor performance on previous municipal contracts
b) Failure to deliver on similar projects
c) Unresolved disputes or litigation with the Municipality
d) Performance concerns confirmed by project managers or end-user departments

Companies or bidders bidding as **Joint venture must** include **the following:**

- **Joint Venture Agreement (must clearly stipulate the name of the lead partner)**
- **Tax compliance status pin for Joint Venture**
- **VAT number for Joint Venture**
- **CSD report for Joint Venture**
- **Bank Account for Joint Venture**
- **Separate Municipal accounts for both Companies/Valid lease agreement**
- **MBD 4,8 & 9 must** be completed respectively by both parties and submitted as part of the bid document

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER		**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
SIGNATURE OF WITNESS NO 1	NAME PRINT		
SIGNATURE OF WITNESS NO 2	NAME PRINT		

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**
DEPARTMENT	Supply Chain	Internal Audit
CONTACT PERSON	Mrs B Nkoe	Mrs. K de Klerk
TELEPHONE NUMBER	6172/6180	053 830 6578
E-MAIL ADDRESS	bnkoe@solplaatje.org.za	kdeklerk@solplaatje.org.za

INVITATION TO QUOTATION BID

PART A
INVITATION TO QUOTATION BID
PART B
TERMS AND PRE-CONDITIONS FOR BIDDING

(1) NO BIDS WILL BE CONSIDERED FROM BIDDERS WHO ARE NOT REGISTERED ON THE CENTRAL SUPPLIERS DATABASE (CSD) ON THE NATIONAL TREASURY WEBSITE www.csd.gov.za
(2) THE LISTING CRITERIA MUST BE COMPLETED IN THE DOCUMENT
(3) NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

1. BID SUBMISSION:

1.1. Bids must be delivered by the stipulated time to the correct address. **Late bids will not be accepted.**

1.2 All bids must be submitted on the official forms provided. Bidders who have purchased the bid documents from the Municipality MUST include the proof of such purchase by including a copy of the receipt with the original bid document.

1.3 This bid is subject to the Preferential Procurement Regulations 2022, SPM Preferential Procurement Policy, SCM Policy General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

1.4 **No correction tape or fluid** may to be used on the tender document. Any errors made should be neatly crossed out and initialled by the bidder

1.5 All prices **must** include value added tax, bid prices excluding value added tax may not be considered. **Please attach all annexures on the pages as indicated in the bid document**

1.4

2. TAX COMPLIANCE REQUIREMENTS

2.1 **Bidders must ensure compliance with their tax obligations.**

2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Municipality to view the taxpayer's profile and tax status.

2.3 Application for the tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.

2.4 Foreign suppliers must complete the pre-award questionnaire in Part B Paragraph 5.

2.5 In bids where consortia / joint ventures / sub-contractors are involved each party must submit a separate TCS certificate / pin / CSD number.

2.6 All Bidders must be **SARS COMPLIANT** on Central Suppliers Database (CSD) and **A CURRENT PROOF** of compliancy and a **TAX COMPLIANCE STATUS CERTIFICATE** must be submitted with the Tender document on closing date.

Bidders are required to submit their detailed the current Central Suppliers Database (CSD) registration report (NOT the summary report) together with the bid document.

3. MUNICIPAL ACCOUNTS/ PHYSICAL TRADING ADDRESS:

- Copies of all municipal accounts, not older than 3 months or 90 days to be submitted with the bid.
- If the entity or any of its directors/shareholders /partners/members, etc. rents/leases premises a copy of the rental/lease agreement must be submitted with this bid.
- In cases where bidders use a lease premise for conducting their business, a valid lease agreement signed by both parties, which clearly stipulated who is responsible for municipal services, rates and taxes must be attached to the bid document.
- If the lessee (Bidder) is responsible for municipal services, municipal account or tax invoice of the leased premises that is not in arrears must be submitted.

NB: It is the responsibility of bidders to visit the municipal website in order to obtain details of successful/ unsuccessful information within 120 days after closure of bid. The municipal website is www.solplaatje.org.za.

4. COMPULSORY CLARIFICATION MEETINGS/ CIDB GRADINGS (IF APPLICABLE) N/A

4.1 LOCAL CONTENT: N/A

4.2 A BRIEFING SESSION: N/A

4.3 CIDB: N/A

5. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

5.1	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES	☐ NO
5.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES	☐ NO
5.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES	☐ NO
5.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES	☐ NO
5.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES	☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions:

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid tax clearance certificate from SARS or provided their tax compliance status pin number
3. Bidders that have not indicated: -

a. Whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;
b. If the bidder is not a natural person, whether any of its directors, managers, principal shareholders, or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
c. Whether a spouse, child, or parent of the bidder or of a director, manager, shareholders, or stakeholder in the previous twelve months.

4. Any special conditions as contained in the bid documents.

Bidders scoring the highest points or any bid will not necessarily be accepted, and the Municipality reserves the right to Sub-divide the contract and accept any portion of any bid, or determine a multiple award.

Bids will be evaluated in terms of the approved point system (80/20) 80 points for price and 20 for specific goals or (90/10) 90 points and 10 for specific goals. Tender validity period should be for 120 days.

NO BIDS by FAX or by E-MAIL WILL BE ACCEPTED.

Sealed bids must be clearly marked with the following bid number and description:

CONTRACT NUMBER: **Q039/2025/2026**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27**

DROP AT THE TENDER BOX (OPPOSITE SECURITY)

ADDRESSED TO: THE MUNICIPAL MANAGER

MUNICIPAL STORES COMPLEX

ABATTOIR ROAD

ASHBURNHAM

Kimberley

Closing date 12 February 2026 Time 10H00

IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME TO ENSURE THAT RESPONSES REACH SPM, TIMEOUSLY. THE MUNICIPALITY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL/ COURIER SERVICES.

Bids will be opened in public in the SCM OFFICES, STORES COMPLEX, ABATTOIR ROAD, Kimberley, immediately after closing time and date.

INVITATION FROM: MUNICIPAL MANAGER
CIVIC OFFICES, SOL PLAATJE DRIVE
PRIVATE BAG X5030
KIMBERLEY, 8300

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

DATE: _____

Certificate of Attendance of Clarification Meeting on Site (if applicable)

NOTE: If the attendance register was signed at the clarification meeting held at the SCM Boardroom, the name of the signatory shall be inserted on this page and the authorized signatory shall sign this page.

If attendance register has been signed at the clarification meeting:
Name of person appearing on attendance register: _____ Representative organization name on attendance register: _____
If the attendance register has not been signed at the clarification meeting.
This is to certify that I, _____ representative of (Tenderer) _____ of (address) _____ _____ _____ telephone number _____ e-mail _____ attended the bid clarification meeting (date) _____ in the company of (Employer's Line Manager / Engineer's representative) _____ EMPLOYER'S LINE MANAGER / ENGINEER'S REPRESENTATIVE: _____

MQD 1

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

NAME OF BIDDER_____

POSTAL ADDRESS_____

STREET ADDRESS_____

TELEPHONE NUMBER CODE_____NUMBER_____

CELLPHONE NUMBER_____

EMAIL ADDRESS_____

FACSIMILE NUMBER CODE_____NUMBER_____

VAT REGISTRATION NUMBER_____

HAS A VALID TAX COMPLIANCE STATUS PIN CERTIFICATE BEEN ATTACHED OR PROVIDED THEIR TAX COMPLIANCE STATUS PIN NUMBER?

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)

(**A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE**) **ARE YOU THE ACCREDITED REPRESENTATIVE?**

IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?
(IF YES ENCLOSE PROOF)

YES	NO

SIGNATURE OF BIDDER _____

DATE_____

CAPACITY UNDER WHICH THIS BID IS SIGNED_____

TOTAL NUMBER OF ITEMS OFFERED_____

ATTACH VALID JOINT VENTURE AGREEMENT HERE (if applicable)

MQD 2

ATTACH TAX COMPLIANCE STATUS PIN CERTIFICATE

ATTACH MUNICIPALITY ACCOUNT 90 DAYS AND OR VALID LEASE AGREEMENT HERE

Sol Plaatje Municipality	SOL PLAATJE MUNICIPALITY, KIMBERLEY ****MANDATORY** LISTING CRITERIA**

CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER (CSD):_____
_____

1	Company name				
2	Contact details	Telephone Number: _____	Fax Number: _____	Cell phone number: _____	
	Email address Contact person:	_____ _____			
3	Postal Address:				
4	VAT registered	Yes □	No □	If registered, VAT Registration No:	
5	Settlement discount allowed	_____ %	For payment within	_____days	
6	Bank account details	Account No.:		Branch No.:	
	Bank Name				
	Branch Name				
	Bank account type				
7	Business Municipal Rates and Service Account Number: ** A current (30 days) account, or Lease Agreement in the case of a Landlord responsible for account, **must be** attached to this document **	_____			
8	Located in Sol Plaatje Municipal Area	Yes □	No □		
9	% owned by black male: _____% % owned by black youth: _____% % owned by disabled persons: _____%	% owned by black female: _____% % owned by white female: _____%			
10	B-BBEE status level of contribution:				
11	Indicate main sector. Please select one (1) only: Catering and Accommodation □ Cleaning material □ Commercial agents (Doctors, Lawyers, Audit firm, booking keeping, Pharmacy, Post,) □ Communication and media, Construction- Building material and road works □ Electrical services- gas/ Aircon, transformers, cables, poles□ Funeral Parlour □ Gardening services- Lawnmower□ Florist □ Information technology (IT services, system, telecommunication □ Office equipment □ Plant hire□ PPE- mask, sanitizer, safety equipment □ Repairs, motor parts and retail (accredited agency) □ Stationery□ Supplier of pumps, pipes, steel and maintenance or installation, and irrigation system□ Training services e.g. workshops □ Transportation (car rental, flight, and buses and driving school□ Uniform□ Security services□				
12	Amount full time employed staff: _____	Annual Turnover: R_____	Asset Value (Excluding fixed property) R_____		
13	It is the responsibility of the Supplier/Bidder to inform Sol Plaatje Municipality of any changes during the contract period				
	NAME (PRINT) _____ SIGNATURE: _____				
	CAPACITY: _____				
	WITNESS (NAME): _____ SIGNATURE: _____				
	DATE: _____				

ATTACH **CSD** REPORT REGISTRATION HERE

SOL PLAATJE LOCAL MUNICIPALITY

Q039/2025/2026 – APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27

NB. PRICES MUST HOLD GOOD FOR AT LEAST 1 MONTH (30 days) as from CLOSING DATE.

- **THIS BID WILL NOT BE CONSIDERED IF THIS PAGE IS NOT FULLY COMPLETED.**
- **PRICES ALTERED BY MEANS OF CORRECTION FLUID WILL NOT BE CONSIDERED**
- **THE QUOTE WILL BE EVALUATED ON THE TOTAL PRICE AND NOT PER LINE ITEM**
- **ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF THE QUOTE.**

Background

The Municipality has an approved Internal Audit Charter and Annual/Rolling Internal Audit Plan in line with section 165 of the Municipal Finance Management Act (MFMA), 2003. Due to capacity constraints and the need for specialised skills, the Municipality intends to appoint a suitably qualified and experienced internal audit service provider to render internal audit services on an **as and when required basis**.

The appointed service provider will be required to provide competent resources to perform internal audit engagements **from the planning stage through to reporting and finalisation**, in accordance with applicable legislation and professional standards.

Scope of Work

The appointed service provider will support the Internal Audit Activity in assessing governance, risk management and internal control processes across various municipal operations, with initial focus areas including:

- Records Management Environment, and
- Impact of Climate Change on the Municipality.

The objectives include, but are not limited to:

- Providing independent assurance on the adequacy, efficiency, and effectiveness of internal controls;
- Evaluating compliance with applicable legislation, regulations, municipal policies, and standards;
- Identifying risks, control weaknesses, and opportunities for improvement;
- Supporting the municipality in strengthening governance processes and improving service delivery.

The service provider must deliver:

- Detailed Internal Audit Plans for each assignment;
- Audit Working Papers in accordance with IIA Standards;
- Draft and Final Audit Reports with findings, root causes, risks, and recommendations;
- Management Action Plans agreed with responsible officials;

Functionality Score Card			
No.	**Description**	**Score**	**Total Points**
1	**Methodology & Workplan**		
	Provide a high-level audit approach for Records Management and Climate Change Impact; including sampling, testing, standards (IIA), risk-based planning, reporting. • Governance documentation (10) • Usage of analytical tools (5) • Teammate plus (10) or Teammate (5)		25 points
2	**Relevant Experience**		
	At least 5 years municipal/public sector internal audit experience or records governance; climate risk & resilience audits experience. • Provide 5 reference letters (5 points per letter) of audits performed for municipalities or internal audits of a similar nature.		25 points
3	**Team Qualifications**		
	Lead auditor and specialists (records/EDRMS/ICT security; climate risk/disaster management; financial risk). • Lead Auditor qualifications (CIA/CISA/CA(SA) + 5 years (10) • Specialist coverage (records, ICT/security, climate/disaster) – 2 relevant projects (10)		20 points
4	**Quality & Assurance**		
	QA processes, IIA conformance, and independence safeguards. • QA framework aligned to IIA Quality Program (5) • External Quality Assessment in the last 5 years (5)		10 points
5	**Project Management & Turnaround**		
	Resourcing, timeline reliability, stakeholder engagement. • Chart or timeline showing planning, fieldwork, reporting phases. (10) • Staffing plan with roles, % allocation, staff charge outs, contingency measures. (10)		20 points

THE BIDDER MUST OBTAIN A MINIMUM OF 65 POINTS ON FUNCTIONALITY.

SOL PLAATJE LOCAL MUNICIPALITY

Q039/2025/2026 – APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES ON AN "AS AND WHEN REQUIRED" BASIS FOR 2025/26 AND 2026/27

OWNERSHIP

The audit is performed on a co-sourced principal; therefore, the CAE and the management of the municipality reserve the right to full access of the audit file (i.e., both electronic copy and hard copy).

No#	Details and Specifications	Hours	Price per hour	Total price Inclusive of VAT
1	Planning	**Hrs**	**R**	**R**
2	Fieldwork	**Hrs**	**R**	**R**
3	Reporting	**Hrs**	**R**	**R**
			Grand Total	**R**

The budgeted hours per project should not exceed 280 hours.

NB: The bidder must price per project and include the grand total to be considered.

N.B: This form must be signed by the bidder and witnessed. Removal of any of the details from the tender documents may disqualify the tender.

Bids MUST comply with the following Special conditions of Contract where applicable:

- **Period required for delivery _____days**

- **Completion of Project _____weeks**

  - Does the offer comply with the specification(s)?

YES	NO

YES	NO

  - Delivery basis

- Settlement Discount Allowed

  - _____% 30 days

  - _____ % 15 days

- Value added Tax as well as Delivery Costs to the Municipal Stores must be included in ALL PRICES

_____ _____

BIDDER SIGNATURE **DATE:**

MQD 4

DECLARATION OF INTEREST

BIDDERS WHO FAIL TO DECLARE ACCURATELY AND HONESTLY SHALL BE DISQUALIFIED. SHOULD YOUR INTEREST BE DISCOVERED AFTER THE AWARD OF THE CONTRACT THE MUNICIPALITY SHALL TERMINATE YOUR CONTRACT ON THE BASIS OF THE ABOVE.

1. No bid will be accepted from persons in the service of the State[1]. (Employed by the State)

2. Any person, having a kinship with persons in the service of the State (Employed by the State), including a blood relative, 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, shareholder[2])_____

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.

3.8 Are you presently in the service of the State? (**Employee of the State**)?

YES	NO

3.8.1 If yes, furnish particulars_____

[1]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.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the State (employee of the State) for the past twelve months?

YES	NO

3.9.1 If yes, furnish particulars

_____

_____

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

3.10.1 If yes, furnish particulars.

_____

_____

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the State (employed by the State) who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

_____

_____

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the State (employed by the State)?

YES	NO

3.12.1 If yes, furnish particulars.

_____

_____

3.13 ARE ANY **SPOUSE, CHILD** OR **PARENT** OF THE COMPANY'S DIRECTORS, TRUSTEES, MANAGERS, PRINCIPLE SHAREHOLDERS OR STAKEHOLDERS IN THE SERVICE OF THE STATE (EMPLOYED BY THE STATE)

YES	NO

3.13.1 If yes, furnish particulars

_____

_____

3.14 DO YOU OR ANY OF THE **DIRECTORS**, **TRUSTEES**, **MANAGERS**, **PRINCIPAL 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 I**f yes, provide information of other companies as reflected on CSD report:**

DISCLOSE THE INFORMATION OF THE OTHER COMPANIES IN THE BELOW TABLE.

No#	Name of Director	Company name	CSD Number
1.			
2.			
3.			
4.			
5.			
6.			

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

Full Name	Identity Number	State Employee Number

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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF THE CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

_____ _____

Signature Date

_____ _____

Position (Print) Name of bidder

THE MBD4 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER

BIDDER MUST UPDATE MBD 4 DOCUMENT ANNUALLY IN LINE WITH SCM POLICY

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Offices within the jurisdiction of SPM	20	
Offices within the jurisdiction of Francis Baard District	5	
Offices within the Northern Cape Province	3	
Offices within the Republic of South Africa	1	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

ATTACHED CERTIFIED COPY OF THE B-BBEE / SWORN AFFIDAVIT CERTIFICATE, CSD.

What are the other firms' principal business activities? _____

Describe all property agreements relating to facilities shared:

_____

FACILITY	MONTHLY	RENTAL	AMOUNT	OWNER	AGREEMENT VERBAL/WRITTEN

(F) Did the firm exist under a previous name? (√ tick one box)

Yes ☐ No ☐

If yes, what was its previous name and who were the owners/ partners/directors?

_____

_____

_____

(G) Identify any owner or shareholder who has membership interest, or is an employee of, or has duties in another business enterprise, which has also tendered for this contract.

OWNER/ SHAREHOLDER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNERSHIP	TYPE OF BUSINESS OF OTHER FIRM

(H) Is this a joint venture contract? (√ tick one box)

Yes ☐ No ☐

If yes, describe the joint venture (with what firm and value of work)

_____

_____

MQD 6.1.1

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

(i) the information furnished is true and correct;
(ii) no part of this contract, other than stated at the time of bid or application, will be subcontracted to other parties.
(iii) the signatory to the bid document is duly authorised thereto;
(iv) documentary proof regarding any bidding issues will, when required, be submitted to the satisfaction of the Municipality.
(v) Upon detecting any false claim or statement will result in the de-registration and the bidder will be prevented from participating in future contracts for a period of three (3) years.

N.B: THE MBD 6.1.1 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES

SIGNATURE: _____

NAME: (PRINT) _____

DULY AUTHORISED TO SIGN ON BEHALF OF _____

_____

ADDRESS _____

_____

TELEPHONE NO. _____

DATE _____

WITNESS (1) _____ NAME (PRINT)_____

WITNESS (2) _____ NAME (PRINT)_____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Penalty: -

Upon detecting any false claim or statement hereunder will result in the bidder's de-registration and the bidder will be prevented from participation in future contracts for a period of three (3) years.

1 This Municipal 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	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons 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 *audi alteram partem* rule was applied).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of 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	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?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

MQD 8

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.

N.B: THE MBD 8 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES

_____ _____

Signature **Date**

_____ _____

Position **Name of Bidder**

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

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF FIRM _____

DATE _____

WITNESSES

1_____

Name Print _____

2 _____

Name Print _____

MQD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids 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). 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 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 (MBD 9) must be completed and submitted with the bid:

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

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 Ref 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 consortium 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.

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.
11. **N.B: THE MBD 9 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES.**

_____ _____

Signature Date

_____ _____

Position Name of Bidder (print)

WITNESS (1) _____ NAME (PRINT)_____

WITNESS (2) _____ NAME (PRINT)_____

ATTACH ALL ADDITIONAL ANNEXURES HERE AS PER **SPECIFIC GOALS**