

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
Fax: (013) 262 2893

Supply Chain Unit
Procurement

Our Ref:
Ons Verw: 10/07/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

10 JULY 2015

INVITATION TO QUOTE (10/07/15)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.

The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

ACTUARIAL VALUATION

ITEM	DESCRIPTION OF GOODS/SERVICE	QUANTITY
1	ACTUARIAL VALUATION OF POST EMPLOYMENT BENEFITS IN TERMS OF GRAP 25	1

Quotations must be deposited in a box marked "**ACTUARIAL VALUATION**" not later than **20 JULY 2015 at 12:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056 or Mr.M.P. Mthimtimunye.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Original Valid tax clearance certificate
- Valid Company registration certificate
- Certified Copy of BBBEE certificate or An EME letter from Accountants or Auditors **(Failure to submit BBB-EE or EME letter No points will be allocated, but will be evaluated further)**
- Fully Completed MBD 4, 8, 9 Forms
- Proof of Municipal Rates and taxes or Municipal Service Charges not owed by your Company or any of the Directors not in arrears for more than three months. Proof of residence where applicable.

Functionality

- Bidders must a member of the Actuarial Society of South Africa. Bidders must attached proof to substantiate their membership.
- Bidders must have successfully completed at least two employees actuarial valuations for municipalities and/or other government sector institutions (appointment letter or purchase order be attached).

General Notes:

- **The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.**



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R.M MAREDI
MUNICIPAL MANAGER

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ELIAS MOTSOLEDI LOCAL MUNICIPALITY

BID NUMBER: EMLM RFQ.10/07/15. CLOSING DATE: 20 July 2015 CLOSING TIME: 12:00

DESCRIPTION: ACTUARIAL VALUATION OF POST EMPLOYMENT BENEFITS IN TERMS OF GRAP 25

The following conditions to bid exist: (Failure to comply may result in your bid being disqualified)

1. Bidders should ensure that bids are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. Bids must comply with the submission requirements as stated elsewhere in the bid document.
2. All quotation prices must **include VAT**.
3. Bids will be evaluated according to the 80/20 points system.
4. Documents can be obtained during office hours from Monday to Friday: 8h00-13h00 and 14h00-16h00 and from Elias Motsoaledi Local Municipality, Supply Chain Unit, 2nd Avenue, Grobler Street, Groblersdal
5. The bid document is also available on the Municipality's website at www.eliasmotsoaledilm.gov.za
6. The quotation will be opened in the entrance lofty area, Municipal offices, 2nd Avenue, Grobler Street, Groblersdal in public immediately after the closing time at 12:00.
7. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**
8. The lowest or any quotation shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid.
9. **An original tax clearance certificate must be attached (MBD2). Bidders who are registered on the municipality's accredited supplier database and attached an original valid tax clearance certificate to their application form does not need to submit an original tax clearance certificate with their bid document. However, the onus is on the bidder to confirm with the Supply Chain Unit whether or not his/her tax clearance certificate that was submitted with the supplier application form will be valid at the time of bid closing.**
10. Do not dismember this Bid Document (do not take it apart or put documents between its pages).
11. The PROPOSAL and all other documents of the submission must be **attached behind** this Bid Document.
12. The bidder must complete the checklist attached to this bid document

SUBMISSION OF BID DOCUMENTS TO BE DEPOSITED IN:

The bid box at the entrance of the Municipal Offices of Elias Motsoaledi Local Municipality
2nd Avenue, Grobler Street, Groblersdal

**RM. MAREDI
MUNICIPAL MANAGER**

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TERMS OF REFERENCE (TOR)

1. SCOPE

1.1 PURPOSE

Bids are hereby invited for the **actuarial valuation of post-employment benefits in terms of GRAP 25.**

1.2 BACKGROUND AND DESCRIPTION OF PROJECT

Elias Motsoaledi Local Municipality includes the towns and satellite service areas (township(s) / rural areas of:

- Groblersdal,
- Roosenekaal
- Motetema,
- Hlogotlou,
- Uitspanning

Elias Motsoaledi Local Municipality is required to deliver services to the abovementioned areas.

2. PRE- QUALIFICATION CRITERIA

2.1 Bidders must be a member of the Actuarial Society of South Africa. Bidders must attach proof to substantiate their membership.

2.2 Bidders must have successfully completed at least two employee actuarial valuations for Municipalities and/or other government sector institutions. Bidders are required to complete the table below under item 4 to indicate their previous experience.

3. EVALUATION CRITERIA

This bid will be evaluated according to the criteria and weight given in the table below:

Evaluation Criteria	Weighting
3.1 Price	80
3.2 B-BBEE in terms of the Preferential Procurement Regulation 2011(MBD 6.1.)	20
Total	100

4. PREVIOUS EXPERIENCE

Indication of Competence / Ability to Perform Successfully

List of recent previous work of a similar nature undertaken by the firm.

Description of Project	Client contact details			Value of	Contract
	Name of Year Completed	Client	Name of		

The Elias Motsoaledi Local Municipality will verify all information submitted in terms of this bid and any information that is incorrect will result in that bid being automatically disqualified and not considered further. Therefore it is stressed that the contact firm or person of the bidder must be willing to confirm the information in writing on the request by the Municipality.

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY
TECHNICAL SPECIFICATIONS**

EMLM.... ACTUARIAL VALUATION OF POST EMPLOYMENT BENEFITS IN TERMS OF GRAP 25

The following minimum specifications must be complied with and clearly marked to serve as confirmation:

DESCRIPTION	COMPLY		
	YES	NO	Details of deviations. If not sufficient space, attach annexure of deviations
1 Actuarial valuation of employee benefits in terms of GRAP 25.			
2 All information required in terms of GRAP 25 including the notes to the financial statements must be provided			
3 Valuations must be performed for: i) Post-employment Health care benefits ii) Long service awards iii) Ex-gratia benefits			
4 Pension fund disclosures for all the relevant funds must be provided			

The employees of the Elias Motsoaledi Local Municipality belong to the following funds:

Pension funds	Number

Medical Aid	Number	Retired Members

Ex gratia	Number
Pension Benefits	

Total Number of Employees	
Total Number of Councillors	

The figures as indicated above are the current figures and may differ slightly during the implementation phase of the bid. Unit prices as quoted in the pricing schedule must remain fixed.

The successful bidder will responsible and liable for all travel, accommodation or other cost that might be incurred during the implementation of this contract.

The bidder hereby confirms that the information given above is true and correct:

.....
(Name in Print)

.....
(Signature)

.....
(Capacity)

.....
(Date)

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

Name of firm/ entity /enterprise	
Trading as (if different from above)	
Postal address	
Physical address	
Contact Details of the Person Signing the Bid:	Name: _____ Telephone: _____ Fax: _____ Cell.No: _____ e-mail address: _____
Contact Details of the Senior Manager Responsible for Overseeing Contract Performance:	Name: _____ Telephone: _____ Fax: _____ Cell.No: _____ e-mail address: _____
Contact Details of the Bidder's proposed Project Manager who will represent the Bidder in the implementation processes:	Name: _____ Telephone: _____ Fax: _____ Cell.No: _____ e-mail address: _____
Company Income Tax no.	
VAT registration no.	
Company registration no.	
Any other Registration applicable	
Bidder's banking details	Name of account holder: _____ Name of Bank: _____ Bank Account Number: _____ Branch Code: _____

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

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? **YES / NO**

3.8.1 If yes, furnish particulars.
.....

¹MSCM 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 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 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 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 service of 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 service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the Elias Motsoaledi local municipality's database as a company or person prohibited from doing business with the public sector?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 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 Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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