

## RESPONSIVENESS AND EVALUATION CRITERIA

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY WILL NOT CONSIDER ANY BID UNLESS IT MEETS THE FOLLOWING RESPONSIVENESS CRITERIA:**

### **MINIMUM REQUIREMENTS:**

1. Attach CSD registration report (summary or detailed)
2. Valid copy Entity / Company registration certificate
3. Annexure Forms (A,B,C,D,E and G) fully completed and signed
4. Proof of CIDB registration minimum of **3EP or Higher**
5. Sign any alteration on the tender document (**NB: Do Not Initialize**)
6. Sign every page on the tender document (**NB: Do Not Initialize**)
7. Forms must be completed in a **Black ink**.
8. CIPC Abridged Certificate Annual returns (**NB applicable to entities that are in business for more than 12 months**)
9. Annual financial statement (***if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years***).
10. Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour (**to be verified**) OR Letter to tender
11. Proof of Municipal rates and taxes or services charges:
  - Of the company and all of its directors not in arrears for more than 90 days or
  - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
  - if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).
12. Original certified copy of B-BBEE Certificate issued by a SANAS verification agency; original Sworn Affidavit from commissioner of oaths or Original / Certified copy of CIPC Sworn Affidavit.
13. Original Certified copies of IDs of the Director(s) (Certification not older than 6 months before the closing date)
14. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
  - All of the above requirements must be for the both entities.
  - Consolidated Valid B-BBEE Certificate issued by a SANAS Verification agency; **NB: No sworn affidavits will be considered.**
  - Consolidated Valid CIDB grading

### CHECKLIST:

No.	Requirements Checklist	Tick	Comment if not Attached
<b>COMPULSORY</b>			
1	Attach CSD registration report (summary or detailed)		
2	Valid copy Entity / Company registration certificate		
3	Annexure Forms (A,B,C,D,E and G) fully completed and signed		
4	Proof of CIDB registration ( <b>Minimum of 3EP or Higher</b> )		
5	Sign any alteration on the tender document ( <b>NB: Do Not Initialize</b> )		
6	Sign every page on the tender document ( <b>NB: Do Not Initialize</b> )		
7	Forms must be completed in a <b>Black ink</b> .		
8	CIPC Abridged Certificate Annual returns ( <b>NB applicable to entities that are in business for more than 12 months</b> )		
9	Annual financial statement ( <b>if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years</b> ).		
10	Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour ( <b>to be verified</b> ) OR Letter to tender		
11	Proof of Municipal rates and taxes or services charges: <ul style="list-style-type: none"> <li>Of the company and all of its directors not in arrears for more than 90 days or</li> <li>Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or</li> <li>if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).</li> </ul>		
12	Original certified copy of B-BBEE Certificate issued by a SANAS verification agency; original Sworn Affidavit from commissioner of oaths or Original / Certified copy of CIPC Sworn Affidavit.		
13	Original Certified copies of IDs of the Director(s) ( <b>Certification not older than 6 months before the closing date</b> )		
14	In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to: <ul style="list-style-type: none"> <li>All of the above requirements must be for the both entities.</li> <li>Consolidated Valid B-BBEE Certificate issued by a SANAS Verification agency; NB: No sworn affidavits will be considered.</li> <li>Consolidated Valid CIDB grading</li> </ul>		
15	Tender must be Completed and Signed in Black Ink		
<b>ZERO SCORE IF NOT SUBMITTED</b>			
16	Schedule of company experience (appointment letters and completion certificates)		
17	Curriculum Vitae of key personnel with original certified copies of qualifications, years of relevant experience on similar projects and projects names.		
18	Proof of bank rating not older than six (6) months. <ul style="list-style-type: none"> <li>Bank rating and bank statements should be of the Lead Partner in case of Joint Venture.</li> </ul>		
19	Schedule of plant: <ul style="list-style-type: none"> <li>Proof of ownership with certification not older than six months.</li> <li>In case of hiring, a letter of intent must be submitted with proof of ownership by</li> </ul>		

	a rental company with certification not older than six months.		
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**Note: This is just a guide to assist you and is not necessarily all the information required. The EMLM indemnifies itself and retain the rights to evaluate the full documentation.**

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**Service provider / representative**

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**Signature**