



# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

QUOTATION NO. RFQ 12/07/2024

REQUEST FOR QUOTATIONS OR SERVICES  
( R 30 000 TO R 300 000.00 )

## ADVERTISEMENT OF SENIOR MANAGER POSTS ON THE NATIONAL NEWSPAPER

CLOSING DATE:	12/07/2024	TIME	09H00
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NAME OF COMPANY	
TOTAL AMOUNT	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
CONTACT NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: HR	
V MASILELA		LM MAFIRI	
MANAGER SCM		MANAGER HR	
TEL. NUMBER	013 262 3056	TEL. NUMBER	013 262 3056
QUOTATION ISSUED BY			
BUDGET AND TREASURY OFFICE			
SUPPLY CHAIN MANAGEMENT UNIT			
TEL NUMBER	013 262 3056		
ELIAS MOTSOLEDI LOCAL MUNICIPALITY	P.O. BOX 48 , GROBLERSDAL, 0470		

QUOTATION DETAILS						
TENDER TITLE	ADVERTISEMENT OF SENIOR MANAGER POSTS ON THE NATIONAL NEWSPAPER					
CLOSING DATE	12/07/2024		CLOSING TIME		09H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	NO
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	NO		LEVEL AND CATEGORY		N/A	
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	2 <sup>nd</sup> Grobler Avenue, Groblersdal, Elias Motsoaledi local Municipality					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 7h30 to 16h15					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF QUOTATION.				
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> <li>1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.</li> <li>2. Quotations that are deposited in the incorrect box will not be considered.</li> <li>3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.</li> <li>4. No late quotations after closing date and time will be accepted.</li> <li>5. Quotations not clearly marked and unnamed will not be accepted.</li> <li>6. Quotations may only be submitted on the quotation documentation provided by the municipality.</li> <li>7. No awards will be made to a person: <ol style="list-style-type: none"> <li>i. Who is in the service of the state,</li> <li>ii. If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state</li> <li>iii. Who is an advisor or consultant contracted with the municipality or municipal entity</li> </ol> </li> </ol>						

# QUOTATION NOTICE & INVITATION

## ELIAS MOTSOLEDI LOCAL MUNICIPALITY

**QUOTATION NO: RFQ 12/07/2024**

**CLOSING DATE: 12/07/2024 AT 09H00**

### ADVERTISEMENT OF SENIOR MANAGEMENT POSTS ON THE NATIONAL NEWSPAPER

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **ADVERTISEMENT OF SENIOR MANAGER POSTS ON THE NATIONAL NEWSPAPER**

Quotation documents and specifications are available on the municipal website( [www.emlm.gov.za](http://www.emlm.gov.za))

The closing time for receipt of quotations is **09:00am on 12/07/2024**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. .

Any technical enquiries relating to the quotation document may be directed to SCM Department on 013 262 3056.

NB; All quotations i.e responses received in terms of procurement mechanisms below the value of R300 000 (Vat included) are excluded from public bid openings

Fully completed quotation documents, clearly marked "**Quote No: RFQ 12/07/2024, ADVERTISEMENT OF SENIOR MANAGER POSTS ON THE NATIONAL NEWSPAPER**

with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at 2<sup>nd</sup> Grobler Avenue, Elias Motsoaledi local Municipal Building, **Groblerdal 0470 by no later than 09h00 on 2024/07/12**. The envelope must be endorsed with number, title and closing date as indicated above.

For quotes with a Rand value up to R50 000 000, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** in terms of **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL**

#### PROCUREMENT REGULATIONS 2022

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)
Company which at least 51% is owned by Black people	10	
Company which at least 51% is owned by women	10	

No awards will be made to a person:

- Who is not registered on the Central Supplier Database,
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

## **Minimum Requirements**

The following documents have to be attached:

- Central Supplier Database registration report (Detailed – **Not Summary**)
- Valid copy of company registration document
- Fully Completed MBD 1, MBD4, MBD 6.1, MBD,8 and MBD 9 Forms
- Proof of Municipal rates and taxes or services charges of the company and its directors not in arrears for more than 90 days or confirmation from the municipality if municipal rates and taxes are not levied (Both for the company and its directors) as per CK form address; statement or tax invoice not older than 3 months; if leasing, a signed lease agreement by the lessor and the lessee and statement of municipal rates in the name of the lessor must be attached
- Any alterations must be signed (**NB: not initialed**)
- Signed each page (**NB: not initialed**)
- Original certified Copies of ID of Directors (not older than 3 months)
- CIPC Abridged certificate for annual returns (**Figures / Amount page**)
- Fully completed Quotation documents (bidders will be disqualified for incomplete document)

## **PRICING SCHEDULE**

### **PRICING INSTRUCTIONS**

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- d) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- e) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents.
- f) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- g) Provisional amounts shall only be expended on the specific instruction of the Employer.
- h) All prices and rates entered in the pricing schedule must be **inclusive of Value Added Tax (VAT)**.
- i) If VAT registered, then should be added below the schedule. If not VAT registered indicate zero or N/A
- j) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- k) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056



Civic Centre  
2<sup>nd</sup> Grobler Avenue  
GROBLERSDAL  
0470

Elias Motsoaledi Local Municipality (EMLM) with its seat in Groblersdal Limpopo Province is an equal opportunity employer. In the filling of vacant posts hereunder, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of EMLM will be taken into consideration.

## EXTERNAL / INTERNAL ADVERTISEMENTS

The annual total remuneration packages of the positions below are determined in terms of the Local Government: Upper Limits of Total Remuneration Packages Payable to the Municipal Managers and Managers Directly Accountable to Municipal Managers GN: 4897, GG 50737, Vol 707, of 30<sup>th</sup> May 2024).

Local Government: Municipal Systems Amendment Act 3, of 2022 which came into effect on the 01 November 2022, "A person appointed in a permanent capacity as manager directly accountable to municipal manager when this section takes effect, must be regarded as having been appointed in accordance with this section". The incumbents shall be appointed permanently and be subjected to signing of contracts of employment, performance agreements, disclosure of financial interests and undergo screening, security vetting and competency assessments. The leading and core competencies of the positions are as per applicable prescripts and incumbents will be stationed at Elias Motsoaledi Local Municipality.

<b>POST NO : 01</b>	<b>SENIOR MANAGER CORPORATE SERVICES</b>
<b>REFERENCE NO</b>	<b>SMCS 01</b>
<b>DURATION</b>	<b>PERMANENT</b>

<b>REMUNIRATION</b>	<b>MINIMUM - R965,958.00; MIDPOINT - R1,103,953.00; MAXIMUM - R1,224,083.00) (ANNUAL TOTAL REMUNERATION PACKAGE)</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>- BACHELOR DEGREE IN PUBLIC ADMINISTRATION / PUBLIC MANAGEMENT OR EQUIVALENT QUALIFICATION(S).</li> <li>- FIVE (5) YEARS EXPERIENCE AT MIDDLE MANAGEMENT LEVEL AND HAVE PROVEN SUCCESSFUL MANAGEMENT EXPERIENCE IN ADMINISTRATION</li> <li>- VALID DRIVER'S LICENSE.</li> </ul>
<b>ADDED ADVANTAGE</b>	REGISTRATION WITH A RELEVANT PROFESSIONAL BODY; A QUALIFICATION RELATING TO NATIONAL TREASURY COMPETENCIES REQUIREMENTS OBTAINED FROM AN ACCREDITED AND RECOGNIZED BODY (CPMD/MFMP) CORE COMPETENCIES IN THE UNIT STANDARDS PRESCRIBED FOR FINANCIAL AND SUPPLY CHAIN MANAGEMENT AREAS IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT MUNICIPAL REGULATIONS ON COMPETENCY LEVELS, WILL BE AN ADDED ADVANTAGE.
<b>KNOWLEDGE</b>	GOOD KNOWLEDGE AND UNDERSTANDING OF RELEVANT POLICY AND LEGISLATION; GOOD KNOWLEDGE AND UNDERSTANDING OF INSTITUTIONAL GOVERNANCE SYSTEMS AND PERFORMANCE MANAGEMENT; GOOD KNOWLEDGE OF CORPORATE SUPPORT SERVICES INCLUDING HUMAN CAPITAL MANAGEMENT; FACILITIES MANAGEMENT, INFORMATION COMMUNICATION TECHNOLOGY AND COUNCIL SUPPORT; GOOD KNOWLEDGE OF SUPPLY CHAIN MANAGEMENT REGULATIONS AND PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000; GOOD GOVERNANCE; LABOUR RELATIONS ACT; LEGAL BACKGROUND AND HUMAN CAPITAL MANAGEMENT AND KNOWLEDGE OF COORDINATION OF OVER SIGHT OF SPECIALIZED SUPPORT FUNCTION.
<b>KEY PERFORMANCE AREA</b>	KNOWLEDGE AND UNDERSTANDING OF RELEVANT POLICY DEVELOPMENT AND LEGISLATION; UNDERSTANDING OF INSTITUTIONAL GOVERNANCE SYSTEMS AND PERFORMANCE MANAGEMENT; UNDERSTANDING OF COUNCIL OPERATIONS AND DELEGATION OF POWERS; IMPLEMENT AND REVIEW HR STRATEGIES; PLANS; POLICIES AND PROCEDURES IN LINE WITH THE NATIONAL FRAMEWORKS AND GUIDELINES; PROVIDE STRATEGIC SUPPORT AND OVERSEES THE PROVISION OF SUPPORT SERVICES; PROVIDE STRATEGIC LEADERSHIP IN HR STRATEGY IMPLEMENTATION AND LABOUR MATTERS AS WELL AS MANAGEMENT OF CORPORATE SERVICES BUDGET; KNOWLEDGE OF CORPORATE SUPPORT SERVICES INCLUDING: HUMAN RESOURCES ADMINISTRATION; ORGANIZATION DEVELOPMENT; LEGAL SERVICES; EMPLOYEE ASSISTANCE

	PROGRAMME; TRAINING AND DEVELOPMENT; INFORMATION AND COMMUNICATION TECHNOLOGY; LABOUR RELATIONS; AUXILIARY AND ADMINISTRATION SERVICES.
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<b>POST NO : 02</b>	<b>SENIOR MANAGER EXECUTIVE SUPPORT</b>
<b>REFERENCE NO</b>	<b>SMES 02</b>
<b>DURATION</b>	<b>PERMANENT</b>
<b>REMUNERATION</b>	<b>MINIMUM - R965,958.00; MIDPOINT-R1,103,953.00; MAXIMUM - R1,224,083.00 (ANNUAL TOTAL REMUNERATION PACKAGE)</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>- BACHELOR DEGREE IN PUBLIC ADMINISTRATION / PUBLIC MANAGEMENT OR EQUIVALENT QUALIFICATION(S).</li> <li>- MINIMUM OF 5 YEARS' EXPERIENCE AT MIDDLE MANAGEMENT LEVEL.</li> <li>- VALID DRIVER'S LICENSE.</li> </ul>
<b>ADDED ADVANTAGE</b>	A QUALIFICATION RELATING TO NATIONAL TREASURY COMPETENCIES REQUIREMENTS OBTAINED FROM AN ACCREDITED AND RECOGNIZED BODY (CPMD/MFMP) CORE COMPETENCY IN THE UNIT STANDARDS PRESCRIBED FOR FINANCIAL AND SUPPLY CHAIN MANAGEMENT AREAS IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT MUNICIPAL REGULATIONS ON COMPETENCY LEVELS, WILL BE AN ADDED ADVANTAGE.
<b>KNOWLEDGE AND SKILLS</b>	GOOD KNOWLEDGE AND INTERPRETATION OF POLICY AND LEGISLATION; GOOD KNOWLEDGE OF PERFORMANCE MANAGEMENT SYSTEM AND GOOD GOVERNANCE; GOOD KNOWLEDGE OF SUPPLY CHAIN MANAGEMENT REGULATIONS AND PRESCRIPTS INCLUDING THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000; KNOWLEDGE OF COMPUTER PACKAGES (MS WORD, MS EXCEL AND MS POWERPOINT AND MS OUTLOOK) OR COMPUTER LITERACY.
<b>KEY PERFORMANCE AREA</b>	PROVIDE COUNCIL AND EXECUTIVE COMMITTEE MEMBERS SUPPORT; PROTOCOL AND INTERGOVERNMENTAL RELATIONS MANAGEMENT; MANAGEMENT OF SPECIAL PROGRAMMES (EMPOWERMENT AND DEVELOPMENTAL ISSUES PERTAINING TO CHILDREN; PEOPLE LIVING WITH DISABILITIES, ELDERLY CITIZEN; WOMEN, YOUTH AND MAINSTREAMING OF GENDER AND HIV AND AIDS COLLABORATIVE PROGRAMMES); CO-ORDINATION OF ACTIVITIES IN THE OFFICES OF THE SPEAKER; WHIP OF THE COUNCIL AND THE MAYOR AND

RESPONSIBLE FOR HUMAN RESOURCE MANAGEMENT IN THESE OFFICES; THE OFFICE OF THE SPEAKER; CHIEF WHIP OF THE COUNCIL AND THE MAYOR; PROVISION OF TECHNICAL AND ADMINISTRATIVE SUPPORT FOR MUNICIPAL PUBLIC ACCOUNT COMMITTEE (MPAC) AND RENDER SUPERVISORY ROLE TO STAFF IN THE OFFICE OF MPAC; MANAGEMENT OF PUBLIC PARTICIPATION TO PROMOTE THE INVOLVEMENT OF COMMUNITIES AND COMMUNITY ORGANISATIONS IN THE MATTERS OF LOCAL GOVERNMENT AND ENHANCE PROVISION OF DEMOCRATIC AND ACCOUNTABLE GOVERNMENT FOR LOCAL COMMUNITIES; MANAGEMENT OF COMMUNICATIONS SERVICES; MANAGEMENT OF CUSTOMER CARE SERVICES; MANAGEMENT OF SECRETARIAT SERVICES SUPPORT TO COUNCIL AND RELEVANT COUNCIL OVERSIGHT COMMITTEES; EXERCISE DEPARTMENTAL FINANCIAL MANAGEMENT RESPONSIBILITIES IN A DILIGENT MANNER; RESPONSIBLE FOR DEPARTMENTAL PERFORMANCE MANAGEMENT; DIRECT AND MANAGE DEPARTMENTAL HUMAN RESOURCE CAPITAL; MAINTAIN POSITIVE RELATIONSHIP WITH STAKEHOLDERS; PROVIDE INPUTS TO MAKE THE EXECUTIVE SUPPORT DEPARTMENT EFFICIENT AND EFFECTIVE TO ENSURE THAT THE DEPARTMENT IS COMPLIANT WITH THE APPLICABLE LAWS/PRESSCRIPTS; ADVISE THE ACCOUNTING OFFICER ON MATTERS RELATING TO THE EXECUTIVE SUPPORT AND THE DEPARTMENT AND TAKE REASONABLE STEPS TO ENSURE THAT ALL INFORMATION REQUIRED BY THE ACCOUNTING OFFICER IS SUBMITTED TIMEOUSLY; ENSURE PROPER AND SAFEGUARDING OF DEPARTMENTAL DOCUMENTATION FOR AUDIT AND OTHER REFERENCE PURPOSES; OTHER RESPONSIBILITIES ARE CONTAINED IN THE RELEVANT LAW WHERE APPLICABLE.

<b>POST NO : 03</b>	<b>SENIOR MANAGER INFRASTRUCTURE DEVELOPMENT</b>
<b>REFERENCE NO</b>	<b>SMID 03</b>
<b>DURATION</b>	<b>PERMANENT</b>
<b>REMUNIRATION</b>	<b>MINIMUM R965,958.00; MIDPOINT R1,103,953.00; MAXIMUM R1,224,083.00 (ANNUAL TOTAL REMUNERATION PACKAGE)</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>

<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>- B -TECH IN ENGINEERING / BACHELOR OF SCIENCE DEGREE IN ENGINEERING OR EQUIVALENT QUALIFICATION(S).</li> <li>- MINIMUM OF 5 YEARS' EXPERIENCE AT MIDDLE MANAGEMENT LEVEL OR AS A PROGRAMME / PROJECT MANAGER AND 3 - 4 YEARS MUST BE AT PROFESSIONAL / MANAGEMENT LEVEL ENGINEERING MANAGEMENT EXPERIENCE.</li> <li>- DRIVERS LICENSE.</li> </ul>
<b>ADDED ADVANTAGE</b>	CERTIFICATE OF COMPETENCY AS REQUIRED IN TERMS OF THE GENERAL MACHINERY REGULATIONS, 1988 OR REGISTRATION WITH A RECOGNIZED RELEVANT ENGINEERING PROFESSIONAL BODY; A QUALIFICATION RELATING TO NATIONAL TREASURY COMPETENCIES REQUIREMENTS OBTAINED FROM AN ACCREDITED AND RECOGNIZED BODY (CPMD/MFMP) CORE COMPETENCY IN THE UNIT STANDARDS PRESCRIBED FOR FINANCIAL AND SUPPLY CHAIN MANAGEMENT AREAS IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT MUNICIPAL REGULATIONS ON COMPETENCY LEVEL, WILL BE AN ADDED ADVANTAGE.
<b>KNOWLEDGE AND SKILLS</b>	GOOD KNOWLEDGE AND UNDERSTANDING OF RELEVANT POLICY AND LEGISLATION; GOOD KNOWLEDGE AND UNDERSTANDING OFF INSTITUTION GOVERNANCE SYSTEMS AND PERFORMANCE MANAGEMENT; MUST HAVE EXTENSIVE KNOWLEDGE OF THE PUBLIC OFFICE ENVIRONMENT; MUST BE ABLE TO FORMULATE ENGINEERING MASTER PLANNING, PROJECT MANAGEMENT AND IMPLEMENTATION.
<b>KEY PERFORMANCE AREA</b>	MANAGE INFRASTRUCTURE DEVELOPMENT SERVICE INCLUDING CIVIL ENGINEERING SERVICES, ELECTRICAL SERVICES, WORKSHOP, VEHICLE AND PLANT MANAGEMENT, PROJECT MANAGEMENT UNIT SERVICES AND PROGRAMME WITHIN ALL THE SATELLITE SERVICE POINTS OF THE ELIAS MOTSOLEDI MUNICIPAL AREA OF JURISDICTION; PLANNING, ADMINISTERING AND MAINTAINING ELECTRICITY DISTRIBUTION AND SUPPORT SERVICES; EFFICIENT MAINTENANCE OF ROADS, TRANSPORT AND CIVIL WORKS; ENSURE THE SUSTAINABLE PROVISION OF THE ENGINEERING SERVICES; DEVELOP AND ENSURE IMPLEMENTATION OF THE DEPARTMENTAL STRATEGIC PLAN AND SDBIP; EFFICIENTLY AND EFFECTIVELY MANAGE AND DEVELOP THE DAY-TO-DAY OPERATIONS, PROCEDURES, PROCESSES AND RESOURCES OF THE INFRASTRUCTURE DEVELOPMENT DEPARTMENTAL BUDGET; EXERCISE DEPARTMENTAL FINANCIAL MANAGEMENT RESPONSIBILITIES IN A DILIGENT MANNER; DEVELOP AND MONITOR IMPLEMENTATION OF THE DEPARTMENTAL POLICIES AND BY-LAWS; RESPONSIBLE FOR DEPARTMENTAL PERFORMANCE MANAGEMENT; DIRECT AND MANAGE DEPARTMENTAL HUMAN RESOURCE CAPITAL; MAINTAIN POSITIVE RELATIONSHIP WITH

STAKEHOLDERS; PROVIDE INPUTS TO MAKE THE INFRASTRUCTURE DEPARTMENT EFFICIENT AND EFFECTIVE TO ENSURE THAT THE DEPARTMENT IS COMPLIANT WITH THE APPLICABLE LAWS/PRESCRIPTS; ADVISE THE ACCOUNTING OFFICER ON MATTERS RELATING TO THE ENGINEERING SERVICES AND INFRASTRUCTURE DEVELOPMENT AND TAKE REASONABLE STEPS TO ENSURE THAT ALL INFORMATION REQUIRED BY THE ACCOUNTING OFFICER IS SUBMITTED TIMEOUSLY; ADVISE THE ACCOUNTING OFFICER ON PROPER, COST-EFFICIENT PROVISION, CONSTRUCTION AND MAINTENANCE OF ROADS AND REPAIRS; ENSURE PROPER AND SAFEGUARDING OF DEPARTMENTAL DOCUMENTATION FOR AUDIT AND OTHER REFERENCE PURPOSE; OTHER RESPONSIBILITIES ARE CONTAINED IN THE RELEVANT LAW, APPLICABLE MUNICIPAL POLICIES OR PROVISIONS WHICH MAY FROM TIME TO TIME BE ISSUED BY THE MUNICIPALITY AND MADE BINDING UPON YOU.

#### ADDITIONAL INFORMATION

Applicants for these posts must submit the fully completed and signed official “Application Form for Employment of Senior Managers” which can be downloaded from the Elias Motsoaledi Local Municipality’s website on [www.eliasmotsoaledi.gov.za](http://www.eliasmotsoaledi.gov.za) or obtainable from the HR Office and must be accompanied by their **detailed curriculum vitae** with proven experience, contactable references, and competency requirements of the posts registration with a relevant professional body if applicable , disclosing full details of any dismissal for misconduct or substandard performance and any disciplinary actions, whether pending or finalized instituted against the applicant from current and previous employment, **recently (not older than 3 months old) certified copies of academic qualifications (NB: Post graduate qualifications must be accompanied by the undergraduate qualification(s) and Identity Document (ID)).**

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff.

Successful applicant(s) shall be required to sign employment contract, disclosure of benefits and interest and where applicable or necessary performance agreement, undergo screening and vetting. Late, faxed, e-mailed or applications not made on the prescribed official application form shall not be considered.

Canvassing Councilors or officials for the appointment is strictly

prohibited and will automatically disqualify the applicant. Failure to submit all the required documents shall render the application invalid. Should you not hear from the Municipality within 30 working days after the closing date, regard your application as unsuccessful.

The Municipality reserves the right not to appointment on these posts. Enquiries shall be directed to the Office of the Municipal Manager, Mr Mmotla G @ 013 262 3056 / 0726052413 and applications must be forwarded to: The Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470 or hand-delivered to the Office of the Municipal Manager, 2nd Grobler Avenue, Groblersdal, 0470

**The closing date shall be 19 AUGUST 2024@ 16:15**

## **BOQ**

### **ADVERTISEMENT OF SENIOR MANAGEMENT POSTS ON THE NATIONAL NEWSPAPER**

NO	DESCRIPTION	QTY	UNIT PRICE	TOTAL (EXL VAT)
1	ADVERTISEMENT OF SENIOR MANAGER POSTS ON THE NATIONAL NEWSPAPER	3		
	<b>SUB TOTAL</b>			
	<b>VAT (15%) If applicable</b>			
	<b>TOTAL (Vat Inc)</b>			

**NB: THE MUNICIPAL RESERVES THE RIGHT TO CHANGE CLOSING DATE**

**MS. N.R MAKGATA Pr Eng Tech**  
**MUNICIPAL MANAGER**

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOALEDI LOCAL MUNICIPALITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

**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 (STREET ADDRESS)

**02 GROBLER AVENUE**

**GROBLERSDAL**

**0470**

### SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<i>TOTAL NUMBER OF ITEMS OFFERED</i>			<i>TOTAL BID PRICE</i>	R	
<i>SIGNATURE OF BIDDER</i>	.....		<i>DATE</i>		
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
CONTACT PERSON	V MASILELA		CONTACT PERSON	L MAFIRI	
TELEPHONE NUMBER	013 262 3056		TELEPHONE NUMBER	013 262 305	
E-MAIL ADDRESS	<a href="mailto:vmasilela@emlm.gov.za">vmasilela@emlm.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:lmafiri@emlm.gov.za">lmafiri@emlm.gov.za</a>	

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 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 THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |                                                                      |     |     |                          |                             |
|----------------------------------------------------------------------|-----|-----|--------------------------|-----------------------------|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | YES | NO  | <input type="checkbox"/> | <input type="checkbox"/>    |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | YES |     | <input type="checkbox"/> | <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | YES | NO  | <input type="checkbox"/> | <input type="checkbox"/>    |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           |     | YES | <input type="checkbox"/> | <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?       |     | YES | <input type="checkbox"/> | <input type="checkbox"/> 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.**

### 3. Service Providers Declaration and Privacy Notice

- 3.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 3.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 3.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
  - 3.2.2 conducting service provider vetting; and
  - 3.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 3.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police

Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.

- 3.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 3.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 3.6 I confirm that I have read the notice and understand the contents.

## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

4. I, the undersigned certify that the information furnished on this declaration form is correct.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder <sup>2</sup>		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months?	Yes	No
If yes, please furnish particulars :			
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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
If yes, please furnish particulars :			
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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
If yes, please furnish particulars :			
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i>	Yes	No
If yes, please furnish particulars :			
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No
If yes, please furnish particulars:			
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		

3.13	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
If yes, please furnish particulars:			
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"1In the service of the state" means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>(i) any municipal council;</li> <li>(ii) any provincial legislature; or</li> <li>(iii) the national Assembly or the national Council of provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(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);</li> <li>(e) a member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature.</li> </ul> <p>"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.</p>		

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

Full Name	Identity Number	State Employee Number

**5. Service Providers Declaration and Privacy Notice**

- 5.1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- 5.2.2 conducting service provider vetting; and
- 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 5.6 I confirm that I have read the notice and understand the contents.

6. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

**NAME OF REP:**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

**CAPACITY:**\_\_\_\_\_

## 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**

### 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).

### 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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**

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

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**

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

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)
Company which at least 51% is owned by Black	10	
Company which is at least 51% is owned by women	10	
<b>TOTAL POINTS</b>	<b>20</b>	

#### 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

<div>..... <b>SIGNATURE(S) OF TENDERER(S)</b></div>	
<b>SURNAME AND NAME :</b>	.....
<b>DATE</b>	: .....
<b>ADDRESS</b>	: .....
	: .....
	: .....
	: .....

## DECLARATION OF BIDDERS 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:
  - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - 3.2 been convicted for fraud or corruption during the past five years;
  - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4 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	<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><b>The Database of Restricted Suppliers now resides on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> and can be accessed by clicking on its link at the bottom of the home page</b></p>	Yes	No
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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b></p>	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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		
5.	<b>Service Providers Declaration and Privacy Notice</b>		
5.1	I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.		
5.2	I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,		
5.2.1	internal administrative processes pertaining to services rendered or goods provided to the Municipality;		
5.2.2	conducting service provider vetting; and		
5.2.3	rendering services or providing goods to Elias Motsoaledi Local Municipality.		
5.3	I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.		
5.4	I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.		
5.5	I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.		
5.6	I confirm that I have read the notice and understand the contents.		

5.7 I, the undersigned certify that the information furnished on this declaration form is correct.

## **CERTIFICATION**

**I, the undersigned 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.**

<b>NAME OF REP:</b> _____	<b>SIGNATURE:</b> _____
<b>DATE:</b> _____	<b>CAPACITY:</b> _____

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. 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
  - 3.3. 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

---

**(Tender 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
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<sup>3</sup> 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.

### **Service Providers Declaration and Privacy Notice**

10. I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
11. I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 11.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
  - 11.2 conducting service provider vetting; and
  - 11.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
12. I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
13. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
14. I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
15. I confirm that I have read the notice and understand the contents.
16. I, the undersigned certify that the information furnished on this declaration form is correct.

<sup>3</sup> 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.

17. 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**

## NOTICE OF SUPPLY CHAIN MANAGEMENT

### APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database.

**Registration is COMPULSORY in order to conduct business with Elias Motsoaledi Local Municipality.**

The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

QUESTIONS		YES	NO
1.	Is your company registered on the Central Supplier Database?		
2.	If yes, provide the following details:		
2.1	▪ CSD registration number	MAAA	
2.2	▪ Unique CSD number		
3.	If no, please register on Central Supplier Database ,website, <a href="http://www.csd.gov.za">www.csd.gov.za</a> , before submitting tender document		
I, (insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (insert company name)			
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

#### 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.

#### GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).