



# ELIAS MOTSOLEDI

## LOCAL MUNICIPALITY

QUOTATION NO. RFQ\_21\_08\_2026\_01

REQUEST FOR QUOTATIONS OR SERVICES  
(R30,001.00 TO R300,000.00 )

### EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT (RE-ADVERT)

|               |            |      |       |
|---------------|------------|------|-------|
| CLOSING DATE: | 21/08/2026 | TIME | 11H00 |
|---------------|------------|------|-------|

|                                  |      |
|----------------------------------|------|
| NAME OF COMPANY                  |      |
| TOTAL AMOUNT                     |      |
| CENTRAL SUPPLIER DATABASE NUMBER | MAAA |
| CONTACT PERSON                   |      |
| CONTACT NUMBER                   |      |
| EMAIL ADDRESS                    |      |

| ENQUIRIES REGARDING QUOTATION PROCEDURES                     |              | TECHNICAL ENQUIRIES                      |              |
|--------------------------------------------------------------|--------------|------------------------------------------|--------------|
| DIRECTORATE FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT UNIT |              | DIRECTORATE: OFFICE OF MUNICIPAL MANAGER |              |
| H. MASEMOLA                                                  |              | O.P MAILULA                              |              |
| MANAGER: SUPPLY CHAIN MANAGEMENT                             |              | MANAGER: INTERNAL AUDIT                  |              |
| TEL. NUMBER                                                  | 013 262 3056 | TEL. NUMBER                              | 013 262 3056 |
| QUOTATION ISSUED BY                                          |              |                                          |              |
| FINANCE DEPARTMENT                                           |              |                                          |              |
| SUPPLY CHAIN UNIT                                            |              |                                          |              |
| TEL NUMBER                                                   |              | 013 262 3056                             |              |
| ELIAS MOTSOLEDI LOCAL MUNICIPALITY                           |              | P.O. BOX 48 , GROBLERSDAL, 0470          |              |

### QUOTATION DETAILS

|                           |                                                                                                        |                                          |                         |     |             |    |
|---------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------|-----|-------------|----|
| TENDER TITLE              | EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT (RE-ADVERT)                                   |                                          |                         |     |             |    |
| CLOSING DATE              | 21/08/2026                                                                                             |                                          | CLOSING TIME            |     | 11H00       |    |
| SITE MEETING              | DATE                                                                                                   | N/A                                      | TIME                    | N/A | COMPUL-SORY | 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 Thursday 7h30 to 16h30<br>Friday from 7h30 to 11h00 |                                          |                         |     |             |    |
| OFFER TO BE VALID FOR     | 90                                                                                                     | DAYS FROM THE CLOSING DATE OF QUOTATION. |                         |     |             |    |

**PLEASE NOTE:**

1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.
2. Quotations that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unnamed will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
  - i. Who is in the service of the state,
  - 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
  - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

**QUOTATION INVITATION NOTICE**  
**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

**QUOTATION NO: RFQ\_21\_08\_2026\_01**

**CLOSING DATE: 21/08/2026 AT 11H00**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for

**EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT (RE-ADVERT)**

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 **11:00hrs on 21/08/2026**. 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 R300,000.00 (VAT included) are excluded from public bid openings

Fully completed quotation documents, clearly marked "**Quote No: RFQ: 21/08/2026, EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT – RE-ADVERT**" 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 11h00 on 21/08/2026** . The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000: Preferential Procurement Regulation 2022 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality. Bidders will be evaluated on Price and Specific goals.

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** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 Of 2000).

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 specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Company which at least 51% is owned by black people         | 10                                                                                      |                                                                                 |
| Locality <b>NB: (Choose one Applicable Only)</b>            | Max 10                                                                                  |                                                                                 |
| Within the area of Elias Motsoaledi Local                   | 10                                                                                      |                                                                                 |

|                                                            |           |  |
|------------------------------------------------------------|-----------|--|
| <b>Municipality</b>                                        |           |  |
| <b>Within the area of Sekhukhune District Municipality</b> | <b>6</b>  |  |
| <b>Within the area of Limpopo Province</b>                 | <b>4</b>  |  |
| <b>Within the Republic of South Africa</b>                 | <b>2</b>  |  |
| <b>TOTAL POINTS</b>                                        | <b>20</b> |  |

### **Minimum Requirements**

The following documents have to be attached: **(NB: Failure to meet any of the below minimum requirements will lead to disqualification):**

- Central Supplier Database registration report **(Detailed)** - **(NB: Not Summary)**.
- Valid copy of CIPC registration document.
- Fully Completed **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** Forms.
- 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) Address should be as per the CIPC registration certificate or
  - if leasing, a signed lease agreement by the lessor and the lessee and the Municipal rates in the name of the lessor for both company and director(s).
- Certified copy of director's membership with SAICA or IIASA.
- At least one member of the external assessment team be a Certified Internal Auditor.
- CIPC Abridged Certificate Annual returns **(Figures / Amount page)** **(NB applicable to entities that are in business for more than 12 months and must be paid within 30 days after the anniversary of the company's incorporation date)**.
- Any alterations must be signed **(NB: not initialed)**.
- Signed each page **(NB: not initialed)**.
- Original Certified copies of ID's of the Director(s) **(not older than 3 months before the closing date)**.
- Fully completed Quotation documents **(bidders will be disqualified for incomplete document)**.

## Functionality Requirements:

| Criteria                                                                                                                                                                                                                                                                   | Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Maximum Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter</b>                                                                                                                                                                   | <p>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter indicating completed external quality assurance assessment assignments demonstrating global internal audit standards (GIAS) and quality assurance and improvement program experience (QAIP).</p> <p>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter must adhere to the following requirements:</p> <ol style="list-style-type: none"> <li>1. Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter must be on client letterhead.</li> <li>2. Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter must indicate the client contact person and contact details.</li> <li>3. Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter must not date back further than 2021.</li> <li>4. Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter to confirm the external audit quality assessment assignment that was completed.</li> </ol> | <p><b>20 Points (Max)</b></p> <ol style="list-style-type: none"> <li>1. Bidder has provided <b>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter</b> indicating assignment completed for periodic internal quality assurance assessment - <b>05 Points</b></li> <li>2. Bidder has provided <b>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter</b> indicating external quality assurance assessment assignment completed - <b>15 Points</b></li> <li>3. Bidder has provided <b>Signed Purchase Order or Appointment Letter and Corresponding Signed and Stamped Reference Letter</b> indicating assessment assignment completed for periodic internal quality assurance assessment and external quality assurance assessment - <b>20 Points</b></li> </ol>                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Key Personnel</b></p> <ul style="list-style-type: none"> <li>• Project Lead.</li> <li>• Manager.</li> <li>• Auditor</li> </ul> <p><b>Project Team members CV; qualification; affiliation and experience in internal and external audit quality assessment(s)</b></p> | <p>CV of Project members indicating experience in performing external quality assessments.</p> <p>All members have knowledge of the global internal audit standards (GIAS) and leading internal audit practices.</p> <p>At least one member of the external quality assessment team be a Certified Internal Auditor</p> <p>All team members should be affiliated with the Institute of Internal Auditors South Africa.</p> <p>All team members should be in possession of a three-year tertiary qualification.</p> <p>At least one member should have an experience as a chief audit executive or comparable senior level of internal audit management.</p> <p>Completion of external quality assessment training recognized by The Institute of Internal Auditors.</p>                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>30 Points (Max)</b></p> <ol style="list-style-type: none"> <li>1. <b>Project Lead : 10 Points:</b> <ul style="list-style-type: none"> <li>• CV including experience in performing external quality assurance assessments. – <b>2 Points</b></li> <li>• Knowledge of the global internal audit standards (GIAS) and leading internal audit practices. – <b>2 Points</b></li> <li>• Affiliated with the Institute of Internal Auditors South Africa. – <b>2 Points</b></li> <li>• In possession of a minimum of national diploma qualification (Preferebly in Internal Audit or Equivalent) – <b>4 Points.</b></li> </ul> </li> <li>2. <b>Manager: 10 Points:</b> <ul style="list-style-type: none"> <li>• CV including experience in performing external quality assurance assessments. – <b>2 Points</b></li> <li>• Knowledge of the global internal audit standards (GIAS) and leading internal audit practices. – <b>2 Points</b></li> <li>• Affiliated with the Institute of Internal Auditors South Africa. – <b>2 Points</b></li> <li>• In possession of a minimum of national diploma qualification (Preferebly in Internal Audit or Equivalent) – <b>4 Points.</b></li> </ul> </li> </ol> |

| Criteria                                                                                        | Evidence                                                                                                            | Maximum Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                 |                                                                                                                     | <b>3. Auditor: 10 Points:</b> <ul style="list-style-type: none"> <li>CV including experience in performing external quality assurance assessments. – <b>2 Points</b></li> <li>Knowledge of the global internal audit standards (GIAS) and leading internal audit practices. – <b>2 Points</b></li> <li>Affiliated with the Institute of Internal Auditors South Africa. – <b>2 Points</b></li> <li>In possession of a minimum of national diploma qualification (Preferebly in Internal Audit or Equivalent) – <b>4 Points.</b></li> </ul> |
| <b>Other Requirements:</b>                                                                      | CIA Certificate<br><br>Detailed CV<br><br>Certificate of Training Completion                                        | <b>25 Points (Max):</b> <ul style="list-style-type: none"> <li>At least one member of the team is a Certified Internal Auditor (CIA). – <b>10 Points</b></li> <li>At least one member of the team has experience as a chief audit executive or comparable senior level of internal audit management. - <b>10 Points</b></li> <li>At least one member completed external quality assurance assessment training recognized by The Institute of Internal Auditors – <b>05 Points</b></li> </ul>                                               |
| <b>Quality assurance and improvement program (QAIP) methodology review and toolkit Proposal</b> | A comprehensive methodology or framework for quality assurance and improvement program (QAIP) and toolkit proposal. | <b>15 Points (Max)</b> <ol style="list-style-type: none"> <li>Detailed QAIP methodology or framework, includes what, who and when - <b>05 Points</b></li> <li>Detailed QAIP methodology and assessment checklist including scoring matrix and reporting tools -<b>10 Points</b></li> <li>Detailed QAIP methodology and assessment checklist including scoring matrix and reporting tools, Action tracker and training material – <b>15 Points</b></li> </ol>                                                                               |
| <b>Proposed project plan and deliverables</b>                                                   | Detailed plan with milestones, resources, dependencies and reporting flow.                                          | <b>10 Points (Max)</b> <ol style="list-style-type: none"> <li>Project plan only includes milestones and resources – <b>05 Points</b></li> <li>Comprehensive plan (Detailed plan with milestones, resources, dependencies, reporting flow) - <b>10 Points</b></li> </ol>                                                                                                                                                                                                                                                                    |
| Total Points                                                                                    |                                                                                                                     | <b>100 points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Minimum qualifying points                                                                       |                                                                                                                     | <b>70 points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**NB: Failure to meet the above no points will be allocated**

## 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 %.

### TIMEFRAMES AND DELIVERABLES

| NO | DELIVERABLES                                                                | TIMEFRAMES                                               |
|----|-----------------------------------------------------------------------------|----------------------------------------------------------|
| 1  | Project plan outlining the deliverables and timeframes of the audit project | 1 week after signing the contract                        |
| 2  | Weekly progress reports on project to CAE                                   | Weekly                                                   |
| 3  | 1 <sup>st</sup> Draft Assessment report                                     | 1 week after execution of assessment                     |
| 4  | 2 <sup>nd</sup> Draft Assessment report                                     | 1 week after the 1 <sup>st</sup> draft Assessment report |
| 5  | Final Assessment report                                                     | 1 week after engagement with management                  |

### DURATION OF THE PROJECT

The project should be completed within a period of 2 months from the date of appointment.

## **SPECIFICATIONS FOR EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT**

EMLM requires the services of qualified service provider for External Quality Assurance Assessment for Internal Audit

### **SCOPE OF WORK**

The successful Service Provider will be required to perform the following functions:

1. A comprehensive review of the adequacy of the internal audit function's:
  - Conformance with the Global Internal Audit Standards.
  - Mandate, charter, strategy, methodologies, processes, risk assessment, and internal audit plan.
  - Compliance with applicable laws and/or regulations.
  - Performance criteria and measures as well as assessment results.
  - Competencies and due professional care, including the sufficient use of tools and techniques, and focus on continual development.
  - Qualifications and competencies, including those of the chief audit executive role, as defined by the organization's job description and hiring profile.
  - Integration into the organization's governance processes, including the relationships among those involved in positioning the internal audit function to operate independently.
  - Contribution to the organization's governance, risk management, and control processes.
  - Contribution to the improvement of the organization's operations and ability to attain its objectives.
  - Ability to meet expectations articulated by the board, senior management, and stakeholders.
2. Perform the assessment under the management of the Internal Audit Unit.
3. Develop an assessment report that highlights all areas of conformance and non-conformance with the Global Internal Audit Standards, definition of Internal Auditing, Code of ethics and have suggestions to improve the effectiveness of the internal audit activity and promote ideas to enhance the activity's image and credibility.
4. Present an assessment report to the management of the municipality and the Audit Committee.
5. Sign off on all reports/documents within the prescribed time as per the contract.
6. Provide the municipality with a final sign-off assessment report.



## BILL OF QUANTITY

| No | Description   | Hourly rate | Hours | Unit price  | Total price |
|----|---------------|-------------|-------|-------------|-------------|
| 1  | LEAD DIRECTOR |             |       |             |             |
| 2  | MANAGER       |             |       |             |             |
| 3  | AUDITOR       |             |       |             |             |
|    |               |             |       | Sub-Total   |             |
|    |               |             |       | VAT@15%     |             |
|    |               |             |       | Grand Total |             |

  
 N.R MAHLAKWANE Pr Tech Eng

MUNICIPAL MANAGER

14/08/2026  
 DATE

**PART A  
INVITATION TO BID**

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

|             |                          |               |                   |               |              |
|-------------|--------------------------|---------------|-------------------|---------------|--------------|
| BID NUMBER: | <b>RFQ 21/08/2026_01</b> | CLOSING DATE: | <b>21/08/2026</b> | CLOSING TIME: | <b>11:00</b> |
|-------------|--------------------------|---------------|-------------------|---------------|--------------|

|             |                                                                             |
|-------------|-----------------------------------------------------------------------------|
| DESCRIPTION | <b>EXTERNAL QUALITY ASSURANCE ASSESSMENT FOR INTERNAL AUDIT (RE-ADVERT)</b> |
|-------------|-----------------------------------------------------------------------------|

**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<br>[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<br>[IF YES, ANSWER PART B:3 ] |
| <i>TOTAL NUMBER OF ITEMS OFFERED</i>                                                                 |                                                                                    |  | <i>TOTAL BID PRICE</i>                                                          |         | <b>R</b>                                                                               |
| <i>SIGNATURE OF BIDDER</i>                                                                           | .....                                                                              |  | <i>DATE</i>                                                                     |         |                                                                                        |
| <i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>                                                       |                                                                                    |  |                                                                                 |         |                                                                                        |

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

|                  |                                                                  |                  |                                                                |
|------------------|------------------------------------------------------------------|------------------|----------------------------------------------------------------|
| CONTACT PERSON   | H. Masemola                                                      | CONTACT PERSON   | O.P MAILULA                                                    |
| TELEPHONE NUMBER | 013 262 3056                                                     | TELEPHONE NUMBER | 013 262 305                                                    |
| E-MAIL ADDRESS   | <a href="mailto:hmasemola@emlm.gov.za">hmasemola@emlm.gov.za</a> | E-MAIL ADDRESS   | <a href="mailto:pmailula@emlm.gov.za">pmailula@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 | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 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, shareholder <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?<br><br>If yes, please furnish particulars :                                                                                                                                    | Yes | No |
| 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?<br><br>If yes, please furnish particulars :                               | Yes | No |
| 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?<br><br>If yes, please furnish particulars : | Yes | No |
| 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><br><br>If yes, please furnish particulars :                                                                           | Yes | No |
| 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?<br><br>If yes, please furnish particulars:                                                              | Yes | No |
| 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?<br><br>If yes, please furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes | No |
| 3.13.1 | Name of director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |    |
| 3.13.2 | Related company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |
| Note:  | <p>SCM Regulations:</p> <p>"<sup>1</sup>In 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>"<sup>2</sup> 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 |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <p><b>5. Service Providers Declaration and Privacy Notice</b></p> <p>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.</p> <p>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,</p> <p>5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.</p> <p>5.2.2 conducting service provider vetting; and</p> <p>5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.</p> <p>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.</p> <p>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.</p> <p>5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.</p> <p>5.6 I confirm that I have read the notice and understand the contents.</p> |  |  |

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. |                   |
| <b>NAME OF REP:</b>                                                                   | <b>SIGNATURE:</b> |
| <b>DATE:</b>                                                                          | <b>CAPACITY:</b>  |



## 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

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

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 points is allocated for price on the following basis:

**80/20**

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

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 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 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

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

**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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Company which at least 51% is owned by black people         | 10                                                                                      |                                                                                 |
| Locality <b>NB: (Choose one Applicable Only)</b>            | Max 10                                                                                  |                                                                                 |
| Within the area of Elias Motsoaledi Local Municipality      | 10                                                                                      |                                                                                 |
| Within the area of Sekhukhune District Municipality         | 6                                                                                       |                                                                                 |
| Within the area of Limpopo Province                         | 4                                                                                       |                                                                                 |
| Within the Republic of South Africa                         | 2                                                                                       |                                                                                 |
| <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

## 5 Service Providers Declaration and Privacy Notice

- 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.

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME :** .....

**DATE :** .....

**ADDRESS :** .....

.....

.....

.....

### 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   | 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?<br><br>(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).<br><br><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> | 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)?<br><br><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>                                                                                                                                                                                                                                                                            | 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 |
| 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 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><br><br>5.7 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.<br>5.8 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,<br>5.8.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;<br>5.8.2 conducting service provider vetting; and<br>5.8.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.<br>5.9 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.<br>5.10 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.<br>5.11 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.<br>5.12 I confirm that I have read the notice and understand the contents. |     |    |

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:

---

**(RFQ 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.

|                   |                        |
|-------------------|------------------------|
| <b>Signature:</b> | <b>Date:</b>           |
| <b>Position:</b>  | <b>Name of Bidder:</b> |

## 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).