



Hantam Munisipaliteit

Rig alle korrespondensie aan:

Nelson Mandela Straat 20

Calvinia, 8190

Privaatsak X14, Calvinia, 8190

☎ (027) 341-8500

☎ (027) 341-8501

✉ tenders@hantam.gov.za

www.hantam.gov.za

FORMAL WRITTEN QUOTATION

CLOSING DATE: 14 NOVEMBER 2022

CLOSING TIME: 12:00

RFQ NUMBER: SCM10/2022

DESCRIPTION: Verifications and Assessments of Prospective Candidates for Employment: Municipal Manager.

Formal Written Price Quotations are hereby invited from Professional Service Providers for the Verifications and Assessments of Prospective Candidates for Employment: Municipal Manager.

Formal Written Quotations must be submitted on the original documents and remain valid for 90 days after closing date of the quotation.

Quotation documents with the minimum requirements are available on the website of Hantam Municipality (www.hantam.gov.za) or hard copies are available from Mr. S. M. Wilschut at wilschutsm@hantam.gov.za / 027 341 8500.

Quotations must be emailed to tenders@hantam.gov.za before the closing date and time. The subject line of the email must read as follows:

SCM10/2022: Verifications and Assessments of Prospective Candidates for Employment: Municipal Manager.

All formal quotations emailed to the email address as stated above, must be in **PDF** format and may not exceed **15mb**.

DOCUMENTS TO BE SUBMITTED WITH THE FORMAL QUOTATION INCLUDES THE FOLLOWING:

- MBD 1 (Completed);
- MBD 4 (Completed);
- MBD 6.1 (Completed);
- MBD 8 (Completed);
- MBD 9 (Completed);
- Certificate for Payment of Municipal Services

DIENSPUNTE:

Brandvlei

☎ (054) 603-8400

Loeriesfontein

☎ (027) 662-8600

Nieuwoudtville

☎ (027) 218-8700

"Creating an enabling environment with sustainable service delivery and equal opportunities to ensure a better life for all."



(a) SPECIFICATIONS:

Provision of services for the appointment of Section 56 Municipal Manager, Hantam Municipality. Non-compliance by partially completing this specification will result in the bid being deemed as non-responsive.

COMPETENCY-BASED ASSESSMENTS FOR SHORLISTED CANDIDATE(S)

The Service Provider is requested to administer the competency-based assessment for senior managers made in terms of GN No.21 as published in Government Gazette No.37245 and is eligible and permitted to provide competency-based assessments to persons falling within the scope of the Regulations.

The competency-based assessor will be responsible for:

- Undertaking logistical arrangements for the assessment of candidate(s) shortlisted for the post of Municipal Manager and provide all possible venue(s) to refer candidates for assessment in order for them not to travel to Hantam Municipality for cost efficiency.
- Administering competency-based assessments to candidate(s) for the post of Municipal Manager by using the prescribed assessment batteries (this will be completed over a period of 1 and a half days)
- Scoring the candidate(s) responses (including the competency-based assessment tasks and psychometric components)
- Analysing of information obtained through the competency assessments, compiling an integrated feedback report per assessment, including findings and recommendations within four (4) working days to the Selection Panel;
- Validated Competency-Based Simulation Exercises;
- Cognitive Process Profile (CPP);
- Fifteen Factor Questionnaire Plus (15FQ+); and
- GIOTTO



(b) PRICING SCHEDULE

Pricing must be valid for 90 days from closing date. The total price on all the sections will be used for evaluation. This is however a rate base quotation.

A	TASK	UNIT COST(VAT INCL.)	ESTIMATED QUANTITY	TOTAL COST (VAT INCL.)
1	To base the pricing on six (6) candidates for the purpose of calculations. The number of candidates shortlisted may change.		1	
2	The Municipality will provide the Service Provider with a longlist of all applicants within seven (7) working days after the closing date of the advertisement. The Service Provider will be responsible for verifying the Information on the longlist		1	
3	The Service Provider is to arrange a suitable date to refer the proposed shortlist per agenda and to meet with the Selection Panel within seventeen (17) working days after the closing date of the advertisement, and to assist and advise on preferred candidates to be shortlisted (the venue will be arranged by the Municipality in Calvinia or will be conducted via virtual means)		6	
4	The Service Provider must conduct screening on all candidates shortlisted within ten (10) working days after the shortlist meeting is conducted.		1	
5	The Service Provider must refer a summarized report to members of the Selection Panel via e-mail with recommendations, whereafter a virtual meeting will be held for discussion within two (2) working days. The report will include results on criminal and credit record checks, driver's license checks, reference checks from 3 separate employers, verification of highest qualifications and verification of dismissals for misconduct and/or poor performance by former employers.		6	
5	The Service Provider is to arrange with shortlisted candidates for and conduct assessments within 5 (five) working days after the screening report has been discussed on		6	



	<p>the core competencies as prescribed by the applicable Regulations and must specify the number of venues and location of venues for use of assessments outside the boundaries of Hantam Municipality (these venues will be determined by the candidates' locations), including costs to conduct assessments at these venues under the supervision of the Service Provider and adherence to the amended Disaster Management Act. (* Only the cost relating to the assessment and supervision should be provided here. The venue cost will be dealt with on schedule C)</p>			
6	<p>The Service Provider is to provide within five (5) working days of completion of assessments a report for discussion with the Panel (through virtual means or face-to-face) on candidate results of assessments conducted.</p>		1	
7	<p>The Service Provider is to arrange within ten (10) working days after discussion of assessment report for candidates to be present at the interviews by either face-to-face interviews in Calvinia (venue will be provided by the Municipality) or alternatively via virtual means at a chosen and secure venue in close proximity to a candidate's place of residence which the Service Provider is to supply, also ensuring adherence to the amended Disaster Regulations. The Selection Panel will provide instruction to the Service Provider. Therefore, the means of conducting interviews will be decided by the Selection Panel. The Municipality will be responsible for payment and arrangement for travel and subsistence to the chosen interview venue as per the Municipality's relevant Policy</p>		1	
8	<p>The Service Provider is to compile a set of interview questions and is required to be present at the interview(s). The Service Provider will be responsible for posing questions to each candidate either face to face or via virtual means in Calvinia and give guidance to the Selection Panel.</p>		1	



9	The Service Provider is to submit a draft report via e-mail within five (5) working days after the interviews have been conducted with recommendations to the Selection Panel and for discussion in Calvinia, and thereafter a final report within two (2) working days for submission to Council for approval and appointment of preferred candidate. The Service Provider is to ensure that the appointment process adheres to Regulations on appointment of Senior Managers.		1	
10	The Service Provider is to draft an Employment Agreement which adheres to regulations and provide such draft agreement to the Acting Municipal Manager for negotiation with the successful candidate.		1	
11	The Service Provider is to inform, in writing, all unsuccessful shortlisted candidates after the appointment is finalized.		6	
12	The Service Provider to provide the Human Resources Unit of the Municipality with all the appointment documentation for record keeping and draft a letter for submission according to the Regulations on appointment of Senior Managers to the MEC for final approval of the appointment.		1	
SUB TOTAL (INCL VAT)				

B	The Facilitation Must Provide:			
1	The Municipality further requests that the preferred candidate be referred for psychometric evaluation and must be included as a separate price. The Municipality reserves the right not to use the preferred Service Provider in this regard but reserves the option to appoint an alternative provider		6	
SUB TOTAL (INCL VAT)				



Note: The Service Provider is to provide written proof of assessments conducted for competency-based assessment for senior managers made in terms of GN No.21 as published in Government Gazette No.37245 and two (2) contactable Municipalities as reference where assessments were previously conducted successfully as an accredited assessor.

C	TRAVELING COSTS FOR SERVICE PROVIDER			
Traveling	The Service Provider should either indicate the travel by vehicle rate <u>or</u> air ticket cost. Air ticket cost should include vehicle fees for rental for meeting with the Selection Panel.			
		ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE (INCL VAT)
1	Travel by vehicle (for evaluation purposes the distance from the office of the Service Provider to Hantam Municipality will be used) Distance to be travelled (based on one return trip) _____ km	1000	Km cost	
2	Air ticket costs (if applicable) (Return tickets)	8	Per person	
3	Accommodation	2	Per night per person	
SUB TOTAL				

The successful bidder will be responsible to render the service until the appointment of a senior manager(s) is finalised. The Municipality reserves the right to use the price schedules should no appointment be made during the first round of the process. This will however only be possible if the conclusion of the assessment process can be done before 30 November 2022.

- NOTE:
- (i) Prices must be inclusive of VAT
 - (ii) No interim payments
 - (iii) Payments will occur depending on the date invoices were handed in for processing
 - (iv) The award will be on the rates as indicated; the total cost will be used for evaluation purposes. The Hantam Municipality reserves the right to change the quantities based on the actual candidates shortlisted and quantity of applications received
 - (v)

Adequate Insurance:

The contractor shall be liable for and hereby indemnifies the Hantam Local Municipality against any liability, loss, claim of proceedings consequent upon loss of or damage to any moveable, or immovable or personal property or private property which occurred during the contract. Proof of such insurance policy must be submitted with the quotation.



Bereid om te dien

GENERAL:

The short descriptions and category number given in the pricing schedule above are brief descriptions used to identify the activities for which prices are required.

All rates, sum, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.

Bidders are required to comply with the prescribed pricing schedule below. No pricing schedules other than the pricing schedule as stated will be accepted and **failure to adhere to this section will be seen as submitting a non-responsive bid.**

All prices must be inclusive of VAT and all other costs to supply and deliver these services/items.

The following conditions will apply:

- Quotations will be evaluated according to Council's Supply Chain Management Policy, the Preferential Procurement Regulations of 2017. It is thus compulsory to complete the Preferential Points claim form of the Preferential Procurement Regulations in order to qualify for preference points;
- The 80/20-point system will be applicable
- Bidders must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD). Bidders must submit a copy of their CSD report with the quotation;
- A Valid Tax Clearance Certificate OR certified copy thereof must be submitted with the formal quotation/ a Tax Clearance Pin;
- Certified copy of the B-BBEE certificate/ Original sworn affidavit must accompany your quotation;
- The Municipal Account of the company/ the municipal accounts of the directors of the company must accompany your quotation;
- Local Content and Production will not apply for this formal quotation.
- No Quotations will be considered from persons in the **SERVICE OF THE STATE.**



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HANTAM MUNICIPALITY					
BID NUMBER:	SCM10/ 2022	CLOSING DATE:	14 November 2022	CLOSING TIME:	12:00
DESCRIPTION	Verifications and Assessments of Prospective Candidates for Employment: Municipal Manager				
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)					
Hantam Municipality					
20 Dr Nelson Mandela Drive					
Calvinia					
8190					
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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R		
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM	CONTACT PERSON	W. C. Jonker		
CONTACT PERSON	Shaun M. Wilschut	TELEPHONE NUMBER	027 341 8500		
TELEPHONE NUMBER	027 341 8500	FACSIMILE NUMBER	027 341 8501		
FACSIMILE NUMBER	027 341 8501	E-MAIL ADDRESS	wjonker@hantam.gov.za		
E-MAIL ADDRESS	wilschutsm@hantam.gov.za				



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PART B TERMS AND CONDITIONS FOR BIDDING

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, 2017, 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.
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)? NO <input type="checkbox"/> YES <input type="checkbox"/>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO <input type="checkbox"/> YES <input type="checkbox"/>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> NO <input type="checkbox"/> YES
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> NO <input type="checkbox"/> YES
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO <input type="checkbox"/> YES <input type="checkbox"/>
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.	

**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.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



Bereid om te dien

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder²):

3.4. Company Registration Number:

3.5. Tax Reference Number:

3.6. VAT Registration Number:

¹ MSCM Regulations: “in the service of the state” means to be –

- (a) member of –
 - i. Any municipal council;
 - ii. Any provincial legislature; or
 - iii. The national Assembly or the National Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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



- 3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8. Are you presently in the service of the state? **YES/NO**
- 3.8.1. If yes, furnish particulars:

- 3.9. Have you been in the service of the state for the past twelve months? **YES/NO**
- 3.9.1. If yes, furnish particulars:

- 3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of the bid? **YES/NO**
- 3.10.1. If yes, furnish particulars:

- 3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
- 3.11.1. If yes, furnish particulars:

- 3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**
- 3.12.1. If yes, furnish particulars:

- 3.13. Are any spouse, child or parent of the company's directors' trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**
- 3.13.1. If yes, furnish particulars:

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



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

Full name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



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MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

1.2.

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/ 20 Preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3. Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.4. The Maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



2. DEFINITIONS

a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

f) “**Functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

g) “**prices**” includes all applicable taxes less all unconditional discounts;

h) “**proof of B-BBEE status level of contributor**” means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid



4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1. In terms of Regulations 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contributor must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted %
 - ii) The name of the sub-contractor
 - iii) The B-BBEE status level of the sub-contractor
 - iv) Whether the sub-contractor is an EME or QSE
- (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number:

8.4. TYPE OF COMPANY/FIRM

- Partnership/Joint Venture/Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g., transporter, etc.
- [TICK APPLICABLE BOX]



8.7. MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:.....

Stand number:

8.8. Total number of years the company/firm has been in business:

8.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/firm for the preference(s) shown and I/we 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 from;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

.....

.....

.....



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality entity, or to any other municipality/municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder



Bereid om te dien

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids³ 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 relation and if it involves collusive bidding (or bid rigging)⁴. 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 other, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

³ Includes price quotations, advertised competitive bids, limited bids and proposals.

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality/Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
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 consortium⁵ will not be construed as collusive bidding.

⁵ 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.



7. In particular, without limiting the generally of paragraphs 6 on the previous page, 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 specification 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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



MUNICIPAL RATES AND SERVICES

HANTAM MUNICIPALITY CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES (To be signed in the presence of a Commissioner of Oaths)				
I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf of:		(name of the enterprise)		
hereby acknowledges that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Hantam Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.				
That to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.				
PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER		MUNICIPAL ACCOUNT NUMBER		
FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:				
Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)
NB: Please attach certified copy(ies) of ID document(s)				
Therefore, hereby agrees and authorises Hantam Municipality to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and				
I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.				



NAME (PRINT)		SIGNATURE	
CAPACITY		DATE	
NAME OF ENTERPRISE			

COMMISSIONER OF OATHS	Apply official stamp of authority on this page:
<p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS: - Position: _____ Address: _____ Tel: _____</p>	

Late or incomplete formal quotations will not be accepted. The Municipality reserves the right to withdraw any invitation to quote and/ or to readvertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest or any other quotation.

**Ms. S. Tatas- Titus
ACTING MUNICIPAL MANAGER**



Bereid om te dien