

EMALAHLENI LOCAL MUNICIPALITY



PROJECT NO: ELM 07/2024

**REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLYING,
DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMES,
COOPERRATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR
THE PERIOD OF 24 MONTHS**

TENDER DOCUMENT

NAME OF TENDERER:

<i>Physical Address</i>	
<i>Contact No.</i>	
<i>E-mail Address</i>	
<i>Contact Person</i>	
<i>Central Supplier Database No.</i>	
<i>Company Registration No.</i>	

<p>EMPLOYER:</p> <p>Emalahleni Local Municipality P.O Box 3 Witbank 1035</p> <p>Municipal Manager Tel No.: +27 (13) 690 6911 Fax No.: +27 (13) 690 6207 E-mail: maiselahs@emalahleni.gov.za</p>	<p>QUERIES:</p> <p>Supply Chain Management Ms. Z. Moroku Tel No.: +27 (13) 690 6497 E-mail: masangonz@emalahleni.gov.za</p>	<p>QUERIES:</p> <p>Technical Services Department Ms. L Buthane Tel No.: 013 690 6538/6350 E-mail: s110040@emalahleni.gov.za</p>
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Tender Closing Date: 11h00 on Wednesday, 15 May 2024



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

EMALAHLENI LOCAL MUNICIPALITY



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REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVER TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS

1. PURPOSE

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- C3 Scope of Work

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Tenderer

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Employer

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Witness 2



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EMALAHLENI LOCAL MUNICIPALITY



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TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data

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EMALAHLENI LOCAL MUNICIPALITY



ELM 07/2024

REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Emalahleni Local Municipality invites tenders from suitably qualified service providers for the supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months.

Tender documents with full specifications will be made available and can be obtained from www.emalahleni.gov.za or www.etenders.gov.za. No briefing will be held however, any technical and administrative enquiries relating to the tender document may be directed to Ms. L. Buthane at 013 690 6538/6350 during working hours or e-mails may be sent to S110040@emalahleni.gov.za. Supply Chain Management Office may also be contacted on (013) 690 6483/6497/6484 or on masangonz@emalahleni.gov.za.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed as “**ELM 07/2024 REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS**” and be deposited in the Tender Box, Emalahleni Local Municipality, Civic Centre, 29 Mandela Street, Emalahleni, 1035 on or before **11h00 on 15 May 2024**. The tenders will immediately be opened in public. The Tenders shall remain valid for a period of 90 days from the closing date. Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

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Tenders will be evaluated in terms of the Supply Chain Management Policy of Emalahleni Local Municipality. The lowest or any tender will not necessarily be accepted, and Emalahleni Local Municipality reserves the right not to consider any tender not suitably endorsed or comprehensively completed, as well as the right to accept the tender in whole or part. Suppliers and/ or Service Providers need to be registered on Central Suppliers Database (CSD) of the National Treasury.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Regulations, 2022 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Emalahleni Local Municipality where **80** points will be allocated in respect of price and **20** points in respect of Specific goals.

The specific goals allocated points in terms of this tender:

A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -

- for 100% black person or people owned enterprise 5 points
- for at least 30% woman or women shareholding or owned enterprise 5 points
- For at least 30% youth shareholding or owned enterprise 2.5 points
- for at least 30% people living with disability shareholding or owned enterprise 2.5 points

A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP –

- for enterprise regarded as EME located within the local area of jurisdiction. 5 points

No awards will be made to a person:

- 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.

**HS MAYISELA
MUNICIPAL MANAGER**

**Civic Centre
29 Mandela Street
eMalahleni
www.emalahleni.gov.za**

**P.O Box 3
eMalahleni**

Tenderer

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T1.2 TENDER DATA

TENDER DATA

Clause	
F.1.1	<p>The Employer is: Emalahleni Local Municipality P.O Box 3 Emalahleni 1035</p>
F.1.2	<p>The tender document's contents are as follows:</p> <p>Part T1: Tendering procedures: T1.1 Tender notice and invitation to tender T1.2 Tender Data</p> <p>Part T2: Returnable documents T2.1 Returnable Schedules required for Tender Evaluation</p> <p>The Contract</p> <p>Part C1: Agreements and contract data C1.1 Form of Offer and Acceptance C1.2 Contract Data C1.3 Form of Guarantee</p> <p>Part C2: Pricing data C2.1 Pricing instructions C2.2 Bills of quantities</p> <p>Part C3: Scope of work C3.1 Description of Works</p> <p>Part C4: Annexures C4.1 : Proforma Documents C4.2 : Supply Chain Management Policy</p>
F1.3	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>

Contractor

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Employer

Witness 1

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<p>F.1.4</p>	<p>Communication. The Employer's Representative is;</p> <table border="1" data-bbox="276 394 1410 815"> <tr> <td data-bbox="276 394 636 815"> <p><u>Accounting Officer.</u></p> <p>Emalahleni Local Municipality P.O Box 3 Witbank 1035</p> <p>Municipal Manager Tel No.: +27 (13) 690 6911 Fax No.: +27 (13) 690 6207 E-mail: maiselahs@emalahleni.gov.za</p> </td> <td data-bbox="636 394 1011 815"> <p><u>Procurement Enquiries</u></p> <p>Supply Chain Management Ms. Z. Moroku Tel No.: +27 (13) 690 6497 E-mail: masangonz@emalahleni.gov.za</p> </td> <td data-bbox="1011 394 1410 815"> <p><u>Technical Enquiries.</u></p> <p>:</p> <p>Technical Services Department Ms. L Buthane Tel No.: 013 690 6538/6350 E-mail: s110040@emalahleni.gov.za</p> </td> </tr> </table>	<p><u>Accounting Officer.</u></p> <p>Emalahleni Local Municipality P.O Box 3 Witbank 1035</p> <p>Municipal Manager Tel No.: +27 (13) 690 6911 Fax No.: +27 (13) 690 6207 E-mail: maiselahs@emalahleni.gov.za</p>	<p><u>Procurement Enquiries</u></p> <p>Supply Chain Management Ms. Z. Moroku Tel No.: +27 (13) 690 6497 E-mail: masangonz@emalahleni.gov.za</p>	<p><u>Technical Enquiries.</u></p> <p>:</p> <p>Technical Services Department Ms. L Buthane Tel No.: 013 690 6538/6350 E-mail: s110040@emalahleni.gov.za</p>
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<p>F.1.5</p>	<p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the EMALAHLENI LOCAL MUNICIPALITY within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p>			
<p>F.1.6</p>	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Emalahleni Local Municipality.</p>			
<p>F.2</p> <p>F.2.1</p>	<p>Tenderer Obligations</p> <p>Eligibility</p> <p>Only those bidders who satisfy the following criteria are eligible to submit tenders:</p> <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> ▪ Company experience in terms of supply and delivery projects completed (Appointment letter/contract, a purchase order and/or delivery note together with a confirmation letter). ▪ Experience of contracts of similar size and value. 			
<p>F.2.2</p>	<p>Cost of Tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>			
<p>F.2.3</p>	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>			

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F.2.4	<p>Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>
F.2.13	<p>Submitting tender offer:</p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked with project description.</p> <p>Location of tender Box: Main Entrance Ground Floor Emalahleni Local Municipality Building</p> <p>Physical Address: Emalahleni Local Municipality, 29 Mandela street, eMalahleni, 1035.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the Emalahleni Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p>
F.2.15	<p>Closing Time:</p>
	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 11h00 Closing Date: 15 May 2024 Location: Emalahleni Local Municipality</p> <p>Tenders will be opened in public at the same time.</p>
	<p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the Emalahleni Local Municipality.</p>
F.2.10	<p>Pricing the tender State the rates and prices in Rands</p>
F.2.11	<p>Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document</p>
F.2.12	<p>Alternative tender offer. No alternative tender offers will be considered or accepted Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>

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F.2.16	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>								
F.2.17	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>								
F.3.11	<p>Tender evaluation points</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 points system shall be applicable.</p>								
	<p>Preference points for this bid shall be awarded for:</p> <p style="margin-left: 40px;">(a) Price; and</p> <p style="margin-left: 40px;">(b) Specific goals.</p>								
	<p>The maximum points for this bid are allocated as follows:</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td>Specific goals</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total points for Price and Specific goals must not exceed</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE	80	Specific goals	20	Total points for Price and Specific goals must not exceed	100
	POINTS								
PRICE	80								
Specific goals	20								
Total points for Price and Specific goals must not exceed	100								
	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be terms of the Supply Chain Management Policy of the Emalahleni Local Municipality.</p> <p>The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers 								

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Evaluation Criteria

The procedure for the evaluation of responsive Bids will be on the average of the previous three similar projects where the firm was involved in projects or OTHER CLIENTS. Reference of Clients including EMALAHLENI LOCAL MUNICIPALITY must be provided.

Tenders are adjudicated in terms of EMALAHLENI LOCAL MUNICIPALITY Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- A valid tax clearance certificate issued by SARS or Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has not been submitted.
- Pages to be completed, are removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbanded or unbundled.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections, if applicable.
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.

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	<p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ol style="list-style-type: none"> 1. Previous and expected current annual turnover 2. Current contractual obligations 3. Capacity to execute the contract
	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the three projects where the firm was involved. Reference of clients other than EMALAHLENI LOCAL MUNICIPALITY MUST be provided.</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last three (3) years.</p> <p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Company experience in terms of supply and delivery projects completed. ▪ Number of projects that the company has been involved in.
	<p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p>
	<p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.
	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether a valid tax clearance certificate issued by SARS or Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted.
	<p>If the Tender does not meet the requirements contained in the EMALAHLENI LOCAL MUNICIPALITY Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
	<p>Penalties</p> <p>The Emalahleni Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the

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	<p>Tenderer.</p> <ul style="list-style-type: none">▪ Impose a financial penalty at the discretion of Council▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Emalahleni Local Municipality for a period of 5 years
F.3.11.5	<p>Evaluation Method 4</p> <p>Which entails the balance between financial offer, preferences and Quality and 80-20 points system, will be adopted.</p>
F.3.11.6	<p>The additional conditions of Bid Document</p> <ol style="list-style-type: none">1. Emalahleni Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.2. The Emalahleni Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.

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EMALAHLENI LOCAL MUNICIPALITY



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RETURNABLE DOCUMENTS

Returnable Documents

List of returnable documents

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T2.1 LIST OF RETURNABLE DOCUMENTS

1. Failure to fully complete the **compulsory** returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right under contract condition 8.4 to terminate the contract.

The Tenderer must complete the following returnable Schedules:

Returnable Schedules required for Tender evaluation purposes

COMPULSORY BID DOCUMENTS	
FORM A	COMPULSORY ENTERPRISE QUESTIONNAIRE
FORM B	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
FORM C	DECLARATION OF INTEREST
FORM D	AUTHORITY OF SIGNATORY
FORM E	DECLARATION OF GOOD STANDING REGARDING TAX
FORM F	FINANCIAL REFERENCES /TENDERER'S CREDIT /BANK RATING CERTIFICATE AND BANK DETAILS
FORM G	MUNICIPAL UTILITY ACCOUNT
FORM H	PREFERENCE SCHEDULE
FORM I	CERTIFICATE OF INDEPENDENT BID DETERMINATION
FORM J	DECLARATION TENDERER'S LITIGATION HISTORY
FORM K	LETTER OF GOOD STANDING, ISSUED BY THE COMPENSATION HOUSE IN TERMS OF THE COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES ACT, 1993. THE CERTIFICATE MUST BE VALID AS AT THE CLOSING OF THE BID.
FORM L	SCHEDULE OF PREVIOUS EXPERIENCE
FORM M	SCHEDULE OF CURRENT PROJECTS
FORM N	RECORD OF ADDENDA TO TENDER DOCUMENTS

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COMPULSORY BID DOCUMENTS

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PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	ELM 07/2024	CLOSING DATE:	15 MAY 2024	CLOSING TIME:	11:00
DESCRIPTION	REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/ NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS				
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)

EMALAHLENI LOCAL MUNICIPALITY
29 MANDELA STREET
EMALAHLENI
1035

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]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	L. BUTHANE
CONTACT PERSON	Z. MOROKU	TELEPHONE NUMBER	013 690 6538/6350
TELEPHONE NUMBER	013 690 6497	FACSIMILE NUMBER	013 690 6207
FACSIMILE NUMBER	013 690 6207	E-MAIL ADDRESS	s110040@emalahleni.gov.za
E-MAIL ADDRESS	masangonz@emalahleni.gov.za		

Tenderer
 Witness 1
 Witness 2
 Employer
 Witness 1
 Witness 2



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>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.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

**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:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

- 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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM C: DECLARATION OF INTEREST (MBD4)

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars:

.....

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

- a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars:

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars:

.....

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

3.11.1 If yes, furnish particulars:

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars:

.....

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars:

.....

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

3.14.1 If yes, furnish particulars:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

FORM D: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name : _____

Contact number : _____

Office address : _____

Signatories for close corporations and companies shall confirm their authority by filling in this form and attaching to this form a **duly signed and dated original or copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date).....

Mr

has been duly authorized to sign all documents in connection with the Tender for Contract Number

..... and any Contract which may arise there from on

behalf of

(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES: 1.

2.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

PRO-FORMA FOR JOINT VENTURES:

Certificate of Authority for Joint Ventures

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer an any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
		Signature: Name: Designation:

Pro-Forma

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

ATTACH HERETO THE DULY SIGNED AND DATED ORIGINAL OR A COPY OF AN AUTHORITY OF SIGNATORY ON COMPANY LETTERHEAD

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM E: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)

DETAILS OF TAX COMPLIANCE STATUS:

TAXPAYER NAME	
TRADING NAME	
TAX REFERENCE NUMBER (S)	
VAT	
PIN	
EXPIRY DATE	

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM F: FINANCIAL REFERENCES

DETAILS OF TENDERERS BANKING INFORMATION

Notes to tenderer:

1. The tenderer shall attach to this form a copy of bank letter from the bank not older than three (3) months confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

BANK NAME:										
ACCOUNT NAME: (e.g. ABC Civil Construction cc)										
ACCOUNT TYPE: (e.g. Savings, Cheque etc)										
ACCOUNT NO:										
ADDRESS OF BANK:										
CONTACT PERSON:										
TEL. NO. OF BANK / CONTACT:										
How long has this account been in existence:	<table border="1"> <tr> <td>0-6 months</td> <td><input type="checkbox"/></td> <td rowspan="4">(Tick which is appropriate)</td> </tr> <tr> <td>7-12 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>13-24 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>More than 24 months</td> <td><input type="checkbox"/></td> </tr> </table>	0-6 months	<input type="checkbox"/>	(Tick which is appropriate)	7-12 months	<input type="checkbox"/>	13-24 months	<input type="checkbox"/>	More than 24 months	<input type="checkbox"/>
0-6 months	<input type="checkbox"/>	(Tick which is appropriate)								
7-12 months	<input type="checkbox"/>									
13-24 months	<input type="checkbox"/>									
More than 24 months	<input type="checkbox"/>									

Name of Tenderer:

Date:

Signature:

Full name of signatory:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

ATTACH HERETO AN ORIGINAL OR A COPY OF A LETTER FROM THE BANK TO THIS PAGE NOT OLDER THAN THREE (3) MONTHS

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM G: MUNICIPAL UTILITY ACCOUNT

DECLARATION BY THE TENDERER

I the undersigned _____, has been duly authorized to sign all documents with the Tender for Contract Number _____ on behalf of

_____ hereby make a declaration as follows:
(referred to herein as “the Bidder”)

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

ATTACH AN ORIGINAL OR A COPY OF A MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN THREE (3) MONTHS)

Important: Note the following

- List and attach account(s) registered all in the name(s) of the Director(s) **AND** the Company on the declaration form attached hereto; or
- Attach a copy lease agreement along with the utility account of the Landlord, whereby the company is leasing the property its operating from.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM H: PREFERENCE SCHEDULE (MBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals

NB: BEFORE COMPLETING THIS FORM, BIDDERS 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 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 above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 System shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and

(b) Specific goals in terms of the Preferential Procurement Regulations 2022

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.4 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

1.5 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

2.1 **“black people”** is a generic term which means Africans, Coloureds and Indians;

2.2 **“broad-based black economic empowerment”** means the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



but integrated socio-economic strategies that include. but are not limited to:

- increasing the number of black people that manage, own and control enterprises and productive assets; facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises;
- human resource and skills development;
- achieving equitable representation in all occupational categories and levels in the workforce:
- preferential procurement; and
- investment in enterprises that are owned or managed by black people;

2.3 **“Designated group”** means Black designated groups; Black people; Women; People with disabilities; or Small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);

2.4 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.5 **“Historically Disadvantaged Individual (HDI)”** means a South African citizen:

- who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa Act 110 of 1983 or the Constitution of the Republic of South Africa Act 200 of 1993 (“the Interim Constitution”); and / or
- who is a female; and / or
- who has a disability;

Provided that a person who obtained South Africa citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI.

2.6 **“Locality”** means a business enterprise located within the boundaries of Nkangala District Municipality to score points for locality.

2.7 **“Reconstruction and development Programme as published in Government Gazette No. 16085 dated 23 November 1994”** means in terms of Section 2(1) of the PPPFA of 2000 an organ of state must implement the programmes of the RDP and provide for points to be awarded for specific goals. In particular, some of the RDP goals that need to be considered in developing the Preferential Procurement policies include:

- Previously Disadvantaged Individuals;
- Women;
- Disabled Persons;
- Youth; and
- Local Labour.

2.7 **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 2.8 **“Targeted Enterprises”** means those enterprises (suppliers, manufacturers, service providers or construction works contractors) that own, operate or maintain premises within the target area defined in the contract, for the purposes of carrying out their normal business operations.
- 2.79 **“Targeted Labour”** means those individuals employed by a contractor, or sub-contractor, in the performance of a contract, who are defined in the contract as the target group, and who permanently reside in the defined target area.
- 2.10 **“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;
- 2.11 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 2.12 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 2.13 **“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
- 2.14 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- 2.15 **“Women equity”** means an organisation or company which has at least twenty five percent of women ownership.
- 2.16 **“Youth”** means persons between the ages of 14 and 35.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



3. FORMULAE FOR PROCUREMENT

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:

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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.

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise regarded as EME located within the local area of jurisdiction.	5 points	
The Municipality will utilize the CSD report for the above-mentioned information.			

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;

Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2



- 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM I: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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 consortium³ 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;

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- (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.
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

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM J: DECLARATION OF TENDERER'S LITIGATION HISTORY

Does the tenderer have any litigation with which tenderer (including its directors, shareholders or other senior members in previous companies) have been involved with any organ of state or state department within the last ten years?

YES	NO
-----	----

If yes, furnish your details in table below.

NB: It is compulsory for all bidders to sign this form

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

--

Tenderer

--

Witness 1

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Witness 2

--

Employer

--

Witness 1

--

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

FORM K: LETTER OF GOOD STANDING, ISSUED BY THE COMPENSATION HOUSE IN TERMS OF THE COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES ACT, 1993. THE CERTIFICATE MUST BE VALID AS AT THE CLOSING OF THE BID.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM L: SCHEDULE OF PREVIOUS EXPERIENCE

The procedure for the evaluation of responsive Bids will be on the average of the **previous projects** where the firm was involved. Reference of clients **MUST** be provided.

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- **Experience in the relevant technical field**
- **Experience of contracts of similar size**
- **At least three of the references will be contacted to obtain their input.**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Period work executed		Reference		
		Appointment Date	Completion Date	Name	Organisation	Tel no

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM M: SCHEDULE OF CURRENT PROJECTS

Provide the following information on current projects

This information is material to the award of the Contract.

Description	Value (R) VAT excluded	Appointment Date	Expected Completion Date	Reference		
				Name	Organisation	Tel no

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

EMALAHLENI LOCAL MUNICIPALITY



PROJECT NO: REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs /NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS:

THE CONTRACT

THE CONTRACT

Part C1: Agreements and Contract Data

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

Part C2: Pricing Data

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

Part C3: Scope of Work

- C3 Scope of Work

Part C4 : Annexure

- C4.1 Supply Chain Management Policy

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

EMALAHLENI LOCAL MUNICIPALITY



PROJECT NO: REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPO/NGO AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS:

AGREEMENTS AND CONTRACT DATA

Part C1: Agreements and Contract Data

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Additional Documentation and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature(s) _____

Name(s) _____

Capacity _____

For the Employer _____
(Name and address of organisation)

Name & Signature Of Witness _____

Name

Date

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1	Subject _____ Details _____
2	Subject _____ Details _____
3	Subject _____ Details _____
4	Subject _____ Details _____
5	Subject _____ Details _____
6	Subject _____ Details _____

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FOR THE TENDERER:

Signatures (s) _____

Name(s) _____

Capacity _____

(Name and address of Organisation)

Name & Signature
Of Witness _____ Date _____

FOR THE EMPLOYER

Signatures (s) _____

Name(s) _____

Capacity _____

(Name and address of Organisation)

Name & Signature
Of Witness _____ Date _____

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



C1.2 CONTRACT DATA

DATA PROVIDED BY THE EMPLOYER

	Data
1	The Name of the Employer is Emalahleni Local Municipality The address of the Employer is: P.O Box 3 Emalahleni 1035 Telephone: 013 690 6911 Facsimile: 013 690 6207
2	The Project is to Supply and Deliver Tools, Machines, and Equipment to SMMEs, Cooperative, Informal Traders and NPO/NGOs period of 24 months.
3	The Period of Performance is as per letter of appointment and the SLA.
4	The Service Provider may not release public or media statements or publish material related to the Services or Project without the written approval of the Employer.
6	The client shall not be responsible for any overtime worked or overtime payments made to the personnel of the Service Provider.
7	Copyright of document prepared for the project shall be vested with the Emalahleni Local Municipality
8	Settlement of dispute is to be in terms of the Supply Chain Management Policy of the Emalahleni Local Municipality, not excluding the provisions provided for in terms of rules / laws governing dispute resolution and employing services of the courts to remedy any dispute that may arise.
9	Service Providers will be paid in accordance with the Emalahleni Local Municipality Supply Chain Management Policy.
10	A Service Provider may not subcontract any work not approved by the employer the Emalahleni Local Municipality

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PART 1: DATA PROVIDED BY THE SERVICE PROVIDER

1.	<p>The Service Provider is</p> <p>Address:</p> <p>Telephone:</p> <p>Facsimile:</p>																		
2	<p>The authorised and designated representative of the Service Provider is:</p> <p>Name:</p> <p>The address for receipt of communications is:</p> <p>Telephone:</p> <p>Facsimile:</p> <p>Address:</p>																		
3	<p>The Key Persons and their jobs / functions in relation to the services are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">No</th> <th style="width: 50%;">Name</th> <th style="width: 40%;">Specific Duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	No	Name	Specific Duties															
No	Name	Specific Duties																	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



C.2.1 PRICING INSTRUCTIONS

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
5. **All rates and amounts must be completed by hand in black Ink.**
6. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
7. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.
8. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.
 - Quantity (Qty): The number of units of work/service provision for each item.
 - Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
 - Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, but of which the quantity of work is not measured in units.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

EMALAHLENI LOCAL MUNICIPALITY



PROJECT NO: ELM 07/2024

REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS:

SCOPE OF WORK

BACKGROUND

There is mounting acknowledgement of the significant part small, medium and micro enterprises (SMMEs), Cooperatives and Informal Traders play in local economic improvement. They are frequently pronounced as proficient and fruitful employment initiators, the sources of large industries and the energiser of national economic engines. In the Republic of South Africa, it is appraised that 91% of the formal industry's entities are the Small, Medium and Micro Enterprises (SMMEs). Additionally, the improvement of SMMEs is understood as hastening the feat of broader economic and socio-economic intents, likewise the paucity relief.

Given the above argument, Emalahleni Local Municipality has acknowledged the SMMEs, Cooperatives, NPOs/NGOs and Informal Traders improvement as a significant facet of economic development. This project is emphasising on wealth creation, job creation, elevation of emerging entrepreneurs and advancement of invention and technological advancement.



Tenderer



Witness 1



Witness 2



Employer



Witness 1



Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

Emalahleni Local Municipality plans to assign Service Providers to supply and deliver Tools, Machines, and Equipment to SMMEs, Cooperatives, NPOs/NGOs and Informal Traders operating within Emalahleni Local Municipality. The targeted SMMEs, Cooperatives, NPOs/NGOs functioning in numerous areas such as Tourism, Mining, Energy, Manufacturing, Retail Service, Agriculture, Rural Development and in Informal Economy.

PROJECT DESCRIPTION

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months

SCOPE OF WORK

Item No	Item Description
1	Folding Tables: 1.8m plastic folding tables
2	Folding chairs: heavy duty plastic folding chairs with metal frame
3	Ice-cream machines: 3 flavour table top stainless steel, power – 220V, 1.65KW dimension – (L)540MM (B)760MM (H)850MM weight – 95KG capacity – 20/22 liters per hour cooling – R22, fan cooling
4	Popcorn machines: 80 ton, 500mm x 370mm x 680mm (dimensions), 220-240V/50-60Hz (voltage), 1.44kw(power), 16kg(weight), Teflon pot inner & outer stainless steel
5	Gazebo: 300cm x 300cm, canopy-3 full walls, steel frame with Velcro straps & basic toolkit and bag
6	Gas fridge: Freestanding cooler 100(L), (H) 845 (W) 476 (D) 475 (unit dimensions)(H) 865 (W) 515 (D) 520 (dimensions package) 98L(storage volume)0.5A(rated current) 2°Cto 10°C (temp range) 31.5Kg(weight)20-240V/50Hz(voltage)1W(lamp power)130W (total input power)
7	Deep freezer: 195(L), 2.4m length x1.8m width x 1.95m height, cladding: prime-grace (chromadel), axle 750kg single ankle, 13 inch tyres
8	Mobile kitchen trailer: 2.4m x 2m x 2.4m base model
9	Mobile toilet: 2.5m x 1.5m, 13-inch tyres, single axle 750kg, 2x cubicles (male & female), 2x ceramic toilet bowls, 2x plastic handwash basins, 2x hand towel hangers
10	Cameras: EOS R100 with RF-S 18-45mm lens mirrorless camera kit
11	Laptops & laptop bags: 14" screen, intel i7, 16GB Ram + 240GB SSD, Win 10 Pro
12	Desktop computers: Intel i7, 6 th Gen SFF PC, 16 GB Ram, 20" monitor
13	Cold room strip curtains (8 sleeves): 200x2 clear polar PVC strips, 2000mm long
14	Strip curtains (5 sleeves): 200x2 clear polar PVC strips, 1720mm long
15	Chafing dishes: Stainless steel double chafing dish, pack of 2, 16(L)

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

16	Industrial stove: Sold top, 3 plates, 380VT with oven, 1000x1000x900mm oven, 480x550x600mm
17	Pots: 60(L), 21(L) stainless steel
18	Dewatering pump: VAR2-100 B LIFT R, dimensions (350x495x515mm), height (14x19x20), suction port 0.19m, dry weight (HD09) 34kg
19	Sublimation printer: 1800H-xp600
20	Office printer: laser MFP 179fnw 4 in 1 printer
21	Office desk: 180cm London 3 drawer desk
22	Office chairs: swivel & tilt mechanism, backrest lockable in upright position, tension adjustment for tilt function, gas height adjustment (seat height). Nylon loop armrests, black steel 5 star base with 50mm castors, black fabric seat, 110kg weight limit
23	Generator: 12.5KvA10kW380/230V petrol
24	Incubator & hatcher: 8448 incubator & hatcher
25	Casket lowering machine: adjustable casket lowering machine/devices including 1x hand crank, 1x set of caskets lowering straps
26	Lighting plant: lighting plant with mine specification, pullrope guard, fuel tank valve & cap, lockout device, earth leakage protection switch, trailer hitch, reflectors, stop blocks & fire extinguisher, bracket. Engine kubotaz 482, lamps 6x160w LED, Fuel tank capacity size 80ltr, fuel type- diesiel, fuel consumption- 0.551ltr, running time- 145hrs, noise level at 7m- 65db(A), mass height- 8.5.
27	Stage plus flight case: stage plus flight case 6U Amp Deep
28	Classroom container: 8m (height) x 16m (length), with 2 windows at the back & 2 windows in front
30	Printer: laser MFP 137fnw
31	Storage container: 12m/40ft storage container
32	Honey sucker trailer: honey sucker 25000(L) horizontal, double axle brake unit
33	Gas cylinders: 5x8m 48kg empty gas cylinder, 5x8m 19kg empty gas cylinder
34	Chicken plucker: PL 80 automatic de-feathering machine, stainless steel
35	Church trolley: heavy duty church trolley with lockable wheels (gold/silver)
36	High stands: mild steel heavy duty (4x heavy duty stands for lowering device)
37	Treadmill: gym source move 4Hp commercial treadmill
38	Palace M Frame: 10x sill rail triples 45x75x7250mm, m (L)thickness , 10x head rail triples 45x75x7250mm, 10x sill rail triples 45x75x7250mm, 14x jamb triple 16x jamb adaptors 20x45x7250mm
39	Rower model: concept rower model D PM5 (Con)
40	Energy bass cabinet: mark bass MB58R 104 energy bass cabinet 8 ohm
41	Industrial sewing machine: extra heavy-duty walking foot machine, max thickness 10mm, for heavier fabrics & leathers, walking foot lockstitch, includes table, clutch motor, cotton stand
42	Mini 3 Pro Drone 4K 48MP Quadcopter with RC Smart Remote Control
43	Concept2 rower Model D PM5
44	MIG Welding machine 230v
45	combo 3 machine with 8 in 1 heat press machine - 1 X Heat Press Machine, 1 X Cap heating pad, 3 X Mug Press with 9oz, 11oz, 12oz heating pad, 1 X Lengthened Bottle

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

	Heating Pad, 5inch & 6inch plate heating pad, 1 X 50Pcs Sublimation paper, 1 X Roll Heat Tape, 1 x pair of Gloves
46	16mm pedestal drill machine 12 speed 550w 230v
47	shure 6-piece drum kit pgdmk6
48	Embroidery machine
49	Salon chair
50	Professional hair processor

Note: Bidders are obliged to tender for all commodities as the evaluation will be on price per commodity.

ATTACHMENTS

Attached hereto is the Tender Document outlining the Terms of Reference for the request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

EVALUATION CRITERIA

The Tenders/Proposal are going to be evaluated in accordance with:

Clause 54.6 of the Supply Chain Management Policy which entails balance between financial offer and functionality. The 80-20 points will be adopted as per National Treasury Procurement Policy amended 2011.

The following steps will be followed in evaluation;

1. Determination of whether or not tender offers are complete;
2. Determination of whether or not tender offers are responsive;
3. Determination of the reasonableness of tender offers;
4. Confirmation of the eligibility of preferential points claimed by tenderers;
5. Determination of expertise and experience of tenderers;
6. Awarding of points for financial offer;
7. Ranking of tenderers according to the total points (Financial + Preferential) accumulated;
8. Performance of risk analysis by checking the credit record of the tenderers.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

RECOMMENDATIONS

It is therefore recommended as follows:

THAT the attached Bid Specifications or Terms of Reference for the request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

THAT the Supply Chain Management Unit invites competitive Bids.

THAT the following Evaluation Criteria be adopted:

The Tenders/Proposals are going to be evaluated in accordance with:

Clause 54.6 of the Supply Chain Management Policy which entails balance between financial offer and functionality. The 80-20 points will be adopted as per National Treasury Procurement Policy amended 2011.

SPECIFICATION OF A PROJECT

Emalahleni Local Municipality is requesting Service Providers to supply, install and commission tools, equipment, machines and delivery to SMMEs operating within the Emalahleni Local Municipality.

The Service Providers have to supply, install, commission tools, equipment and machines, and deliver as specified in the Scope of work and make arrangements for supplying, installation and commissioning of tools, machines, equipment as per the following norms and standards;

- The Service Provider shall ensure timely supply, commissioning tools, equipment, machines and delivery as per the time-schedule to be given in the contract;
- The supplier must provide post supply and commissioning service within warranty/guarantee period where applicable. Warranty card with the minimum warranty of 12 months or more from the Authorised Dealer must be submitted;
- Loss of Property: If any type of loss made by the supplier or its staff, it will then be the sole responsibility of the supplier.

The delivery time frame of items are as follows:

- 14 days for shelf items
- 6-8 weeks for manufacturing items

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

EXPECTED DELIVERABLES

- Make arrangements for supplying, installing, commissioning Tools, Equipment, Machines and delivery as per the norms and standards;
- Schedule regular visits to SMMEs, Cooperatives and Informal Traders, and address any concerns within the first 90 days of rendering the service.

SPECIAL CONDITIONS

The Appointment of a Panel of Service Providers for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and NPOs operating within Emalahleni Local Municipality shall be limited to the highest scoring tenderer.

TIMEFRAME

It is envisaged that the bidder shall be appointed for a period of 18 months as per the appointment letter.

PRICING

1. All prices must be exclusive of VAT.
2. Prices must be fixed for a period of 12 months
3. The prices submitted on the bid document will be subjected to an annual escalation equal to the CPIX RATE
4. The Unit Prices inserted on the quotation shall be an all-inclusive cost and must include and allow for all activities, equipment, transport, and any other item required to comply with this contract in all respects.
5. All tendered prices quoted by the contractor must be in South African Rand (Currency).
6. The Council is not bound to accept any of the bids submitted and reserve the right to call for Final Offers from short-listed bidders before final selection.
7. Bidder must provide a detailed pricing schedule indicating unit prices.
8. The Council reserves the right to negotiate price with preferred bidder.

PAYMENT

Tenderers shall note that payment shall be made in terms of ELM: General Conditions of Contract (Goods/Services).

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO :

Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and informal traders for the period of 24 months:

SELF COMPLIANCE CHECK SHEET

Ref no	Question	ELM'S Requirement	Bidder's Response
		YES *	YES / NO
1	Have you initialed all the pages of the bid document?	YES	
2	Have you completed and signed the Returnable Schedules required?	YES	
3	Have you completed and signed the MBD 4 form - Declaration of Interest?	YES	
4	Have you taken note of the contents of par 5 of MBD 6.1 to substantiate your Specific goals rating claims?	YES	
5	Have you completed and signed the MBD 8 - Declaration of bidder's past Supply Chain Management Practices and MBD 9 - Certificate of Independent Bid Determination?	YES	
6	Do you understand the Scope of Work that includes the Standard Specifications / Project Specifications and Particular Specifications?	YES	
7	Is the Company registered with the Central Supplier Database (CSD) of the National Treasury in terms of the category required in this Specification? Have you submit a copy of your CSD Report?	YES	

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

C 2.2. BILL OF QUANTITIES

PROJECT NO: REQUEST TO APPOINT SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, MACHINES FOR SMMEs, COOPERATIVES, NPOs/NGOs AND INFORMAL TRADERS FOR THE PERIOD OF 24 MONTHS:

Item No	Item Description	Unit	Qty	Price	Total
1	Folding Tables: 1.8m plastic folding tables		26		
2	Folding chairs: heavy duty plastic folding chairs with metal frame		48		
3	Ice-cream machines: 3 flavour table top stainless steel, power – 220V, 1.65KW dimension– (L)540MM (B)760MM (H)850MM weight – 95KG capacity – 20/22 liters per hour cooling – R22, fan cooling		8		
4	Popcorn machines: 80 ton, 500mm x 370mm x 680mm (dimensions), 220-240V/50-60Hz (voltage), 1.44kw(power), 16kg(weight), Teflon pot inner & outer stainless steel		10		
5	Gazebo: 300cm x 300cm, canopy-3 full walls, steel frame with Velcro straps & basic toolkit and bag		10		
6	Gas fridge: Freestanding cooler 100(L), (H) 845 (W) 476 (D) 475 (unit dimensions) (H) 865 (W) 515 (D) 520 (dimensions package) 98L (storage volume) 0.5A (rated current) 2°C to 10°C (temp range) 31.5Kg (weight) 220-240V/50Hz (voltage) 1W (lamp power) 130W (total input power)		6		
7	Deep freezer: 195(L), 2.4m length x1.8m width x 1.95m height, cladding: prime-grace (chromadel), axle 750kg single axle, 13 inch tyres		3		
8	Mobile kitchen trailer: 2.4m x 2m x 2.4m base model		16		
9	Mobile toilet: 2.5m x 1.5m, 13-inch tyres, single axle 750kg, 2x cubicles (male & female), 2x ceramic toilet bowls, 2x plastic handwash basins, 2x hand towel hangers		4		
10	Cameras: EOS R100 with RF-S 18-45mm lens mirrorless camera kit		3		
11	Laptops & laptop bags: 14" screen, intel i7, 16GB Ram + 240GB SSD, Win 10 Pro		8		



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

12	Desktop computers: Intel i7, 6 th Gen SFF PC, 16 GB Ram, 20" monitor		2		
13	Cold room strip curtains (8 sleeves): 200x2 clear polar PVC strips, 2000mm		2		
14	Strop curtains: 200x2 clear polar PVC strips, 1720mm		1		
15	Chafing dishes: Stainless steel double chafing dish, pack of 2, 16(L)		9		
16	Industrial stove: Solid top, 3 plates, 380VT with oven, 1000x1000x900mm oven, 480x550x600mm		1		
17	Pots: 60(L), 21(L) stainless steel		2		
18	Dewatering pump: VAR2-100 B LIFT R, dimensions (350x495x515mm), height (14x19x20), suction port 0.19m, dry weight (HD09) 34kg		1		
19	Sublimation printer: 1800H-xp600		2		
20	Office printer: laser MFP 179fnw 4 in 1 printer		4		
21	Office desk: 180cm London 3 drawer desk		2		
22	Office chairs: swivel & tilt mechanism, backrest lockable in upright position, tension adjustment for tilt function, gas height adjustment (seat height). Nylon loop armrests, black steel 5 star base with 50mm castors, black fabric seat, 110kg weight limit		4		
23	Generator: 12.5KvA10kW380/230V petrol		4		
24	Incubator & hatcher: 8448 incubator & hatcher		1		
25	Casket lowering machine: adjustable casket lowering machine/devices including 1x hand crank, 1x set of caskets lowering straps		2		
26	Lighting plant: lighting plant with mine specification, pullrope guard, fuel tank valve & cap, lockout device, earth leakage protection switch, trailer hitch, reflectors, stop blocks & fire extinguisher, bracket. Engine kubotaz 482, lamps 6x160w LED, Fuel tank capacity size 80ltr, fuel type- diesel, fuel consumption- 0.551ltr, running time- 145hrs, noise level at 7m-65db(A), mass height- 8.5.		1		
27	Stage plus flight case: stage plus flight case 6U Amp Deep		1		
28	Classroom container: 8m (height) x 16m (length), with 2 windows at the back & 2 windows in front		1		
30	Printer: laser MFP 137fnw		2		
31	Storage container: 12m/40ft storage container		1		
32	Honey sucker trailer: honey sucker 25000(L) horizontal, double axle brake unit		1		
33	Gas cylinders: 5x8m 48kg empty gas cylinder, 5x8m 19kg empty gas cylinder		10		
34	Chicken plucker: PL 80 automatic de-feathering machine, stainless steel		1		
35	Church trolley: heavy duty church trolley with lockable wheels (gold/silver)		2		



PROJECT NO : Request to appoint service providers for supply and delivery of tools, equipment, machines for SMMEs, Cooperatives, NPOs/NGOs and Informal Traders for the period of 24 months:

36	High stands: mild steel heavy duty (4x heavy duty stands for lowering device)		2		
37	Treadmill: gym source move 4Hp commercial treadmill		1		
38	Palace M Frame: 10x sill rail triples 45x75x7250mm,m (L)thickness , 10x head rail triples 45x75x7250mm,10x sill rail triples 45x75x7250mm,14x jamb triple 16x jamb adaptors 20x45x7250mm		50		
39	Rower model: concept rower model D PM5 (Con)		1		
40	Energy bass cabinet: mark bass MB58R 104 energy bass cabinet 8 ohm		1		
41	Industrial sewing machine: extra heavy-duty walking foot machine, max thickness 10mm, for heavier fabrics & leathers, walking foot lockstitch, includes table, clutch motor, cotton stand		4		
42	Mini 3 Pro Drone 4K 48MP Quadcopter with RC Smart Remote Control		2		
43	Concept2 rower Model D PM5		1		
44	MIG Welding machine 230v		1		
45	combo 3 machine with 8 in 1 heat press machine - 1 X Heat Press Machine,1 X Cap heating pad, 3 X Mug Press with 9oz,11oz,12oz heating pad,1 X Lengthened Bottle Heating Pad,5inch & 6inch plate heating pad,1 X 50Pcs Sublimation paper, 1 X Roll Heat Tape, 1 x pair of Gloves		1		
46	16mm pedestal drill machine 12 speed 550w 230v		1		
47	shure 6-piece drum kit pgdmk6		1		
48	Embroidery machine		1		
49	Salon chair		1		
50	Professional hair processor		1		