



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
SYSTEM FOR 36 MONTHS  
AT HARRY GWALA DISTRICT MUNICIPALITY**

<b>HARRY GWALA DISTRICT MUNICIPALITY</b>	
<b>CONTRACT NUMBER: HGDM857/HGDM/2024</b>	
<b>TENDER AMOUNT:</b>	
<b>TENDER AMOUNT IN WORDS:</b>	
<b>The Municipal Manager Harry Gwala District Municipality 40 Main Street Ixopo 3276</b>	
<b>Tel: 039 834 8700      Fax: 039 834 1701</b>	
<b>NAME OF SERVICE PROVIDER</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE</b>	
<b>EMAIL</b>	
<b>ADDRESS</b>	
<b>CSD Registration Number:</b>	
<b>SARS PIN:</b>	
<b>CRS Number:</b>	
<b>TENDER CLOSES: 18 DECEMBER 2024 @12:00</b>	



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ADVERTISEMENT**

**BID NOTICE**

Bids are hereby invited from qualified and experienced Bidders for the provision of the following services for the Harry Gwala District municipality.

PROJECT NAME	TENDER NUMBER	CLOSING DATE
SUPPLY, INSTALLATION AND MAINTENANCE OF THE MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT SYSTEM FOR 36 MONTHS AT HARRY GWALA DISTRICT MUNICIPALITY.	Contract No. HGDM 857/HGDM/2024	18 December 2024 @ 12h00

**Invalid or non-submission of the following documents will lead to immediate disqualification.**

- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.
- Central Supplier database registration
- JV Agreement (if applicable).
- A signed MBD4, MBD6.1, MBD8 and MBD9 forms that are part of this tender document.

**The following will apply in all the above bids:**

- Valid tax certificate or SARS pin.
- Price(s) quoted must be firm and must be inclusive of VAT;
- A firm delivery period must be indicated;
- All tenders must be valid for 90 days after the tender closing date;
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first.
- Specific goals will be used for preference point scoring

**SPECIFIC GOALS**

<b>1. Ownership</b>	<b>Verification Method</b>	<b>Weighting</b>
<ul style="list-style-type: none"> <li>• Promotion of black-owned enterprises. 100% Black owned.</li> </ul>	ID Copies of directors, Company_registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li>• South African Owned Enterprise</li> </ul>	ID Copies of directors, Company_registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li>• Promotion of people with disabilities by more</li> </ul>	ID Copies of directors, Company_registration, CSD	4



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than 50%	and shareholder certificates. Medical certificates.	
<ul style="list-style-type: none"> <li>• Promotion of youth</li> <li>• ≥35 years of age, 100% youth-owned enterprise.</li> </ul>	ID Copies of directors, Company_registration, CSD and shareholder certificates.	4
<ul style="list-style-type: none"> <li>• <b>TOTAL</b></li> </ul>		<b>20</b>

**COLLECTION OF BID DOCUMENTS**

Bid documents may be collected from the **22 November 2024** between **09h00 to 16h00** at Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276. Tender documents will be issued upon payment of a non-refundable cash fee of **R500.00** each. Bid documents can also be downloaded on municipal website: [www.harrygwaladm.gov.za](http://www.harrygwaladm.gov.za).

**CLOSING DATE**

The closing date for the bids is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, IXOPO before the closing date and time. Telegraphic, telexed, or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

**BID ENQUIRIES**

All bid enquiries and other matters shall be directed to the Senior Manager: Social Services Department: Ms. Thobeka Mahlaba during working hours on Tel.:039-834 8700.

**Mr. G.M. Sineke**  
**Municipal Manager**



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**Annexure B:  
SCOPE OF WORK AND SPECIFICATION**

**INTRODUCTION**

Section 24 of the Constitution of the Republic of South Africa entrenches the right of all citizens to live in an environment that is not harmful to their health or well-being. Section 83 of the National Health Act, 2003 (Act 61 of 2003), defines municipal health services and clearly stipulates the responsibilities of municipalities in the performance of such services.

In order to fulfil its constitutional and legal obligations, Harry Gwala District Municipality, Municipal Health Services fulfils its mandate through highly qualified and skilled environmental health practitioners (EHP's). They provide and facilitate comprehensive, pro-active and needs-related services to ensure a safe, healthy and clean environment, thereby preventing and eliminating disease. They act as public arbiters of Environmental Health standards, maintaining close contact with the communities they serve. Municipal Health Services unit issues Health Certificates, Certificates of Acceptability and permits to qualifying facilities or premises, it is important that the unit has efficient and effective records keeping for future references or control measures.

**BACKGROUND BASED ON THE DAILY INSPECTIONS CONDUCTED BY  
EHP'S**

The National Health Act, 61 of 2003 stipulates the broad role of national health to issue and promote adherence to norms and standards on health matters, including environmental conditions that constitute a health hazard. The act further stipulates and provides Environmental Health Practitioners with the



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powers to enter any premises, except for a private dwelling, at any reasonable time and inspect such premises, in order to ensure compliance with the act. Only a health officer registered as an Environmental Health Practitioner in terms of the Health Professions Act, 1974 (Act 56 of 1974) may conduct environmental health investigations, In terms of section 83 of the National Health Amendment Bill, 2011. The section states that if a health officer has reasonable grounds to believe that any condition exist which:-

- a. Constitute a violation to the right contained in section 24(s) of the Constitution;
- b. Constitute pollution detrimental to health;
- c. Is likely to cause a health nuisance; or
- d. Constitutes a health nuisance; the officer must investigate such condition.

EHPs may further issue a compliance notice to any person if a provision in the National Health Act has not been complied with. The Regulations defining the Scope of the Profession of Environmental Health outlines functions of Environmental Health Practitioners as the Nine Municipal Health functions. In terms of the National Health Act, Municipal Health Services are defined to include the following environmental health functions, which are provided by

District and Metropolitan Municipalities:

1. Water quality monitoring;
2. Food control;
3. Waste management;
4. Health surveillance of premises;
5. Surveillance and prevention of communicable diseases, excluding immunizations;



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6. Vector control;
7. Environmental pollution control;
8. Disposal of the dead; and
9. Chemical safety.

**DELIVERABLES**

1. System that will allow spatial capturing of all the business premises, social facilities, landfill sites, air quality sites, residential, water & sewer sampling points using geocoding mobile app as per the nine functions mentioned above.
2. Develop and publish all the above on a dashboard for viewing and monitoring purposes by management.
3. Offline Data Collection by developing mobile applications that allow EHPs to collect data offline. These applications can store data locally on the device when there is no internet connection and also create user-friendly forms that can be filled out offline. Data collected can include observations, measurements, and other relevant health information. Also use of external storage devices that will allow EHP's to save data to portable storage devices (e.g., USB drives) and later upload the data to the system when back within network coverage.
4. Module for mobile application that will allow fieldworkers to digitally capture information on their legislated forms, sign on site, take multiple geocoded pictures of the facility being inspected and allow live uploading and updates to the main web-based database/system.
5. The mobile app should also calculate the distance travelled doing inspections and only allow capturing of inspection data within an acceptable proximity to the facility.
6. System must allow the Environmental Health Practitioners to capture and feed the system with the laboratory results and to accommodate the laboratory



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results of the samples taken to produce a report on the municipal letter head which will be used to report back to the client.

7. The system must also allow all the reports done by the EHP's to give the Mangers a power to view those generated reports.

8. The daily inspection should be able to be submitted by fieldworker on the mobile app.

9. Be able to generate various reports such as Micro, micro chemical and Chemical reports as per the regulations.

10. Ability to search for past reports for viewing and printing purposes.

11. All the inspections conducted should automatically update at the dashboard.

12. Dashboard should display stats updates, allow quarterly analysis, display performance status of the various facilities and the condition statuses.

13. Dashboard should allow the user to query any information as per their requirements.

14. System with a back end geo-database that will allow for capturing different data formats

15. The system must be integrated with the current existing GIS systems

16. To provide training for users who will interact with the integrated system and create documentation that outlines how the systems work together.

17. Establish a routine for monitoring the integration points to ensure ongoing reliability and performance and update the systems.

**SCOPE OF WORK**

The service provider shall meet with the relevant officials of the Department to, inter alia:

- confirm the scope of work and methodologies;
- agree on the time frames for the deliverables;
- establish a Project Steering Committee (PSC);





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- agree on stakeholder groupings to be included in the consultation process; and
- confirm communication channels between the service provider and the Municipality, as well as with other internal and external stakeholders.

To this end, the service provider must compile and submit for approval by the Municipality, a Project Inception Report entailing aspects including those listed above.

**MEETINGS**

1. The service provider will hold regular meetings, the frequency of which will be determined at the project inception meeting and may be on the basis of project milestones. However, meetings between the service provider and municipality's project manager and the official involved may be requested from time to time.
2. The service provider shall provide the secretariat for all the meetings and workshop proceedings.

**APPROVAL OF TERMS OF REFERENCE**

Signed by and on behalf of the Harry Gwala District Municipality by  
..... in her/his capacity as .....,  
she/he is being duly authorized thereto and warranting such authority, at  
..... on the ..... day of .....  
20.....Signature .....Ms. N.N.F Buthelezi



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**SPECIFICATION**

**BACKGROUND**

The main objective of Municipal Health Services Information Systems (MHSIS) is to ensure that all records management, archiving and related compliance activities relating to the Municipal Health function within the Harry Gwala District Municipality are centralized in a single electronic records management software.

**SCOPE OF WORKS**

The primary objective of this service is to provide support services to Harry Gwala District Municipality GIS System – Municipal Health Services (MHS) Users. All terrain gadgets (tablets) are recommended as a working tool to conduct inspection and be able to take photos and be able to place a call.

NO.	ACTIVITY	
1.	<b>DEVELOPMENT OF MHS INFORMATION SYSTEM</b>	The service provider to develop a dashboard on Environmental health functions, the dashboard must indicate the work areas of EHPs. Allocate area on the system. The solution should indicate the inspection forms for different facilities. The system must be linked to GIS that will include different areas of work. The system must be able to have a creator, who builds maps and apps, performs spatial analysis, and shares. Creators must be able to identify people with job titles like GIS specialist, Data capturers, CDS Management, EHPs etc. A mobile worker, who does the fieldwork, and collects all the



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		<p>data required. An editor, to improve accuracy.</p> <p>The system must be incorporated in the current Harry Gwala GIS system product. Which can collect data easily via the web or mobile devices in any environment and with minimal training. Analyze results quickly to make actionable decisions. Fully integrated with the ArcGIS platform, you can gather data using your computer or any mobile device in the field, the system must able to work offline, and then securely upload the information when there is network.</p> <p>The system must automatically insert coordinates and date of inspection at the premises after confirmation by an EHP. The system must be able to work with ArcGIS Survey123 includes Mobile Worker, Creator, and GIS Professional user types.</p>
2.	<b>GROUP TRAINING</b>	<p>New users need to be trained in the use of the system of Municipal Health Services as well as the type of transactions they are involved in. Existing MHS Users will only be trained on explicit instruction/request from the client.</p>
3.	<b>DOCUMENTATION</b>	<p>The solutions applicable to the Municipal Health Services Business Process must be documented. The applicable documentation consists of Standard Operating Procedures and System Documentation.</p> <p><b>Standard Operating Procedures:</b> The standard</p>



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		<p>operating procedures of the solution areas will be maintained. <b>System Documentation:</b> The system documentation includes:</p> <ul style="list-style-type: none"> <li>✓ Training Material (Step-by-Step Guides)</li> <li>✓ System Documentation on Record Description</li> <li>✓ Workflow Description</li> </ul> <p>Creation of job card for EHP's.</p>
4.	<b>LEGISLATIONS</b>	The service provider to load all EHPs relevant legislation for easy confirmation or reference. National EHPs norms and standards, scope of work EHPs.
5.	<b>REPORTING</b>	<p>The system must be able to generate daily, weekly, monthly and quarterly reports without any hassles. The client's report must be shared through emails or hard copy be send to the client. The system to be able to give feedback and indicates follow up inspection. The system must be able to indicate the workload for each local MHS office.</p> <p>Management must be able to view the work progress of the unit.</p> <p>Management and system administrator must be able to edit the data where applicable.</p>
6.	<b>SOLUTION SUPPORT</b>	Existing Municipal Health Services solutions are maintained to accommodate the changing business requirement. The solution support mainly consists of enhancing the existing workflows. The activities include



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		<p>the maintenance of the:</p> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Period End Process</li> <li>• eForms</li> <li>• Datasets</li> <li>• SharePoint Sites</li> <li>• Application Integration</li> </ul>
7.	<b>USER PROFILE ADMINISTRATION</b>	The system must be able to determine outstanding process or non-compliance. Each user must be able to access the system by creating unique access code.
8.	<b>SAMPLING</b>	The system to indicate the sampling procedure manual and step by step process. Capturing of food samples by EHPs for biological and chemical samples, Water sampling process until received by laboratory services. The system must be able to capture all the results and communicated to client through email. System must be able to generate listing for all the samples collected, date, points and results.
9.	<b>INSPECTIONS</b>	The system to generate inspection report or job card indicating turnaround time for EHPs. The system to be able to capture the coordinates of premises using GIS. After each inspection, the outcome of the inspection is captured in a system. The system must use the feedback information to generate an Inspection Report.



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		This report is given to the "Person in Charge" of the premises. EHPs to issue prohibiting and compliance notices on any non-compliance. The system must generate a certificate for compliance. The system must automatically schedule the premises for an inspection once the premises complied to the regulations.
10.	<b>ADMINISTRATION FEES</b>	The system must have all the application forms of inspections and indicate payments of such fee. The system to be able to link with finance system, cash drawer system(solar) and create listing of premises that are paid and when inspection was conducted. All compliance notices and spot fines issued must be linked with an inspection.
11.	<b>COMPLAINT REGISTER</b>	The system must have a complaint form on dashboard, with all details of complainant and or where the complaint is from. Details of EHP handling the complaint and indicate when the complaint is completed or show any follow ups.
12.	<b>PROCESSING OF DATA</b>	The solution must have a data set that requires improvement. The consultant will perform various activities to improve the data used in the solution. This activity may also be used to process data on behalf of the customer. Uploading of existing data by EHPs
13.	<b>ONSITE SUPPORT</b>	A support consultant to be present on the customer's site or online. While the consultant is on the site, problems and enhancements are discussed and logged. The specific days when the consultant will be on site



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		will be agreed with the customer and may change from time to time.
14.	<b>RESOLVE A PROBLEM</b>	In the event where the client reports a problem with the system, the problem will be investigated. The investigation report will indicate what the reason was for the problem and how to fix it. When the proposed fix can be done under this agreement the actions will be logged under the solution support section
15.	<b>MEETINGS</b>	A Scheduled support meeting will be held at least once a month or when the need arises. The meeting will be attended by a NDM and service provider representatives.
	<b>Total Sessions Monthly</b>	Total Sessions Monthly
	The support agreement is based on total sessions. The client may instruct Consultant differently during the execution of the agreement as he/she chooses. The agreement is capped on the total sessions per month.	

**LOCATION**

Supply, installation and Maintenance of the Municipal Health Services (MHS) Information Management System at Harry Gwala District Municipality.



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BILL OF QUANTITIES**

<b>Criteria</b>	<b>Requirement</b>	<b>Quantity</b>	<b>Unit Amount</b>	<b>Total Amount</b>
<b>Storage capacity and processing</b>	The cloud-based system	1	R	R
<b>Training</b>	End User	12	R	R
	System Administrators	3	R	R
<b>System package (system functionality and installation requirements)</b>	As per the specification	1	R	R
<b>Tablets</b>	Specification (Samsung galaxy tab S8 ultra) <ul style="list-style-type: none"> <li>• 14.6 super AMOLED display, 120Hz</li> <li>• Wifi 6E 802.11</li> <li>• Snapdragon 8 gen 1 processor</li> <li>• S pen included</li> <li>• 12MP + 12MP Dual front camera (Ultra-wide + wide)</li> <li>• 16GB (RAM) + 512 GB</li> <li>• MicroSD up to 1TB</li> <li>• Battery capacity 11200mAh</li> <li>• 1x type C USB3.2 (display port out)</li> <li>• Carry Case</li> </ul>	10	R	R
<b>Travelling</b>	Re-imbursed as per Department of Transport rating	Per prevailing D.O.T rates	R	
<b>Accommodation</b>	Re-imbursed on the actual invoice paid for accommodation (Hotel or	Re-imburement per actual		





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	Bn'B)	invoice	
<b>Maintenance</b>	Onsite	Per hour	R
	Remote	Per hour	R
	Telephonic	Per hour	R
	Licensing fees	annual	R
<b>Total amount taken to the Form of offer and acceptance</b>			<b>R</b>

**PROJECT TIMEFRAME**

The project will be contracted over three years.



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**Annexure C:**

Evaluation Criteria

**COMPLIANCE WITH THE PREFERENTIAL PROCUREMENT REGULATION, 2022. EVALUATION WILL BE DONE ON THE FOLLOWING STAGE PROCESS IN TERMS OF NATIONAL TREASURY CIRCULAR NO: 53:**

Received Responsive Tenders will be evaluated based on the following criteria.

The bid will be evaluated in two stages namely:

- Stage 1 - Functionality
- Stage 2 - Price and Specific goals

Stage 1

Assessment of functionality. Only service providers who will achieve a minimum of 65 of the total available points, in accordance with the criteria, will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below. Functionality will first be evaluated using the following points:

Key Criteria Aspect	Basis for Points allocation	Score	Max Score	Verification Method
Company Experience (Active for the past 10 years in RSA) and Contactable References with respect to similar projects which are related to Installation, Maintenance of a System and or System Development	Successfully completed five (5) or more projects of a similar nature (GIS Web systems)	30	30	Bidders to attach <b>Appointment letters and reference letters</b> (reference letters of <b>completed projects / projects still in progress</b> ) where services rendered ( <b>The reference letter must be from the same organisation /Institution as the appointment letter attached</b> )
	Successfully completed Between 3 or 4 projects of a similar nature (GIS Web systems)	20		Bidders to attach <b>Appointment letters and reference letters</b> (reference letters of <b>completed projects / projects still in progress</b> ) where services



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				rendered ( <b>The reference letter must be from the same organisation /Institution as the appointment letter attached</b> )
	Successfully completed Between 1 or 2 projects of a similar nature (GIS Web systems)	10		Bidders to attach <b>Appointment letters and reference letters</b> (reference letters of <b>completed projects / projects still in progress</b> ) where services rendered ( <b>The reference letter must be from the same organisation /Institution as the appointment letter attached</b> )
	No relevant experience	0		
Project Team	<p><b>Project manager</b></p> <p>With 5 and above years of experience in the field of IT / Computer Science / Equivalent the following qualifications.</p> <p>Bachelor's degree OR Higher = 10</p> <p>National Diploma = 5</p>	<p>10</p> <p>5</p>	30	Bidders <b>must</b> attach detailed <b>CV</b> and <b>original certified copies of qualifications</b>



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	<p><b>System Developer</b></p> <p>with 5 and above years of experience in the field with the following Minimum qualifications in Computer Science / Software Engineering / related field with the following technical skills- Programming Languages, Software development, System Design, Databases, Version Control</p> <p>Bachelor's degree OR Higher = 10</p> <p>National Diploma = 5</p>	10		Bidders <b>must</b> attach detailed <b>CV</b> and <b>original certified copies of qualifications</b>
	<p><b>GIS expert</b></p> <p>with 5 and above years of experience in the field with</p> <p>Bachelor's degree OR Higher = 10</p> <p>National Diploma: 5</p>	10		Bidders <b>must</b> attach detailed <b>CV</b> and <b>original certified copies of qualifications</b>
Certification for <b>System Developer</b>	Must have at least 2 of the following certifications below; Certified Software Development	10	10	Attach proof of certification ( <b>Must be a certified original copy</b> )



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	Professional (CSDP) Microsoft Certified (Azure Developer Associates) Certified ScrumMaster (CSM)			
<b>GIS expert</b>	Must be registered with SAGC	10	10	
Company Accreditation in the installation of Systems	Accreditation with the relevant body with the following. Information Security <b>ISO/IEC 27001;</b> <b>SOC 2</b> (System and Organizations Control); Software Development Project Management- <b>Agile Certificate</b> such as <b>Certified ScrumMaster (CSM)</b> <b>or Certified Agile Project Manager</b> (PMI-ACP); Prince 2 (Project IN Controlled Environments); IT Service Management – <b>ITIL (Information Technology Infrastructure Library)</b> ; Data Privacy- <b>GDPR Compliance, HIPAA Compliance</b> Development Practice- DevOps <b>Certification such as Certified DevOps Engineer</b>	5	5	Attach proof of Accreditation ( <b>Must be a certified original copy</b> )
Approach and Methodology: Project	Appropriate, detailed and approach and	5	15	Attach Methodology Project Plan



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Plan and System Demonstration	methodology for undertaking the scope of work (5)		and System Demonstration detailing all the basis for allocation of points for each
	Appropriate, detailed schematic Diagram of Proposed system architectures (software, web interface, database) (5)	5	
	Appropriate, detailed implementation plan covering section "Scope of Work, Deliverables and Timeframes" of these ToR including cashflow (5)	5	
<b>TOTAL</b>		<b>100</b>	

A score of less than **65** out of **100** points for functionality will render the tender nonresponsive, this therefore indicate that, the onus rests with the tenderer to supply sufficient information to allow for evaluation and award of points detailed below. If insufficient information is supplied, zero points will be awarded for that item. Please note that, functionality points will only be utilized to determine the responsiveness of tenders and will not be utilized further in the evaluation process.

Any tender that will scores below 65 points on functionality will be regarded as non-responsive and shall not proceed to evaluation level.

**First Phase of the Evaluation (SCM Compliance)**

- 1. Submission of Harry Gwala District Municipality original or downloaded tender document.**
- 2. The suppliers must submit a CSD Registration Number & SARS PIN**



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
SYSTEM FOR 36 MONTHS  
AT HARRY GWALA DISTRICT MUNICIPALITY**

3. **MBD Forms (relevant)**
4. **Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) in case a company doesn't have offices AND for the company to confirm that Municipal rates are not in arrears for more than 90 days.**
5. **Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed, and dated, shall be provided by the Board of Directors of the firm, and shall be attached and must be on a Company letterhead example is provided on the document.**
6. **Joint venture agreement duly signed by both parties. (If applicable).**
7. **Fully filled in and signed declaration of supply chain management past practices.**
8. **Fully filled in and signed the compulsory questionnaire.**
9. **Fully filled in and signed certificate of independence.**
10. **Fully filled in and signed form of offer.**
11. **Fully filled in and signed pricing schedule.**
12. **Fully filled in and signed declarations of procurement above R10 million. (If applicable).**

**NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)**

**Second Phase of Evaluation**

**INSERT EVALUATION CRITERIA - Copy the one on the advert.**

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for specific goals that is on **Ownership Goals**. Bidders must submit the required documentation to claim preference points.



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
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3. Ownership	Verification Method	Weighting
<ul style="list-style-type: none"> <li>Promotion of black-owned enterprises. 100% Black owned.</li> </ul>	ID Copies of directors, Company__registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li>South African Owned Enterprise</li> </ul>	ID Copies of directors, Company__registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li>Promotion of people with disabilities by more than 50%</li> </ul>	ID Copies of directors, Company__registration, CSD and shareholder certificates. Medical certificates.	4
<ul style="list-style-type: none"> <li>Promotion of youth</li> <li>≥35 years of age, 100% youth-owned enterprise.</li> </ul>	ID Copies of directors, Company__registration, CSD and shareholder certificates.	4
<ul style="list-style-type: none"> <li><b>TOTAL</b></li> </ul>		<b>20</b>

80/20 Preferential points system

**80 Price**

**20 Specific Goals**

**Price**

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

**TOTAL POINTS**

**100**

**General terms of specification**

Compulsory briefing : NO

Closing date : \_\_\_\_\_ 2024





**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
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**Terms of reference conditions**

- Duration of the project – 3 years
- Tendered amount must be firm and include vat.
- Requirement (specified on the specification)
- Price must be Validity for **90** days.



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
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**SCM COMPLIANCE ANNEXURE: A**

- Attach Central Suppliers Database registration (CSD) copy / CSD registration number



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**SCM COMPLIANCE ANNEXURE: B**

- Specific goals (attach required documents for points allocation)



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
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**SCM COMPLIANCE ANNEXURE: C**

1. Sign MBD 1, 3.1,4, 6.1, 8 & 9 (MBD 5 for tenders above R10M)

Failure to fully declare, fill in and sign the MBD documents will render the service provider non-responsive (CSD verification will be conducted for false declaration)



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
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**SCM COMPLIANCE ANNEXURE: D**

-Attach updated municipal utility bill for the property rates and services for the company not in arrears for more than 90 days / Valid lease Agreement/affidavit when you operate at Home or in rural areas.

**The preferred address on CSD will be utilised to verify if the information provided is correct.**

Based on the protection of personal information ACT 4 of 2013, came into effect on the 1<sup>st</sup> of July 2021. Service providers must attach recent municipal rates and tax statements for the company.

For further verification of the submitted documents, bidders may be requested to submit the most recent updated **SCM COMPLIANCE ANNEXURE: D** as part of the evaluation process.



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
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**SCM COMPLIANCE ANNEXURE: E**

- Attach municipal utility bills for property rates and services for the directors not in arrears for more than 90 days. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.

or

- attach a valid lease agreement if the director is leasing residential property.

or

- attach an affidavit confirming the director is not responsible for the utility bill for the address of residence and it must be accompanied by the utility bill for property rates and services of the person responsible

or

- attach a copy of a marriage certificate if the utility bill for property rates and services is under your spouse.

**The preferred address on CSD will be utilised to verify if the information provided is correct.**

Based on the protection of personal information ACT 4 of 2013, came into effect on the 1<sup>st</sup> of July 2021. Service providers must attach recent municipal rates and tax statements for their directors.

For further verification of the submitted documents, bidders may be requested to submit the most recent updated SCM COMPLIANCE ANNEXURE: E as part of the evaluation process.



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
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**SCM COMPLIANCE ANNEXURE: F**

Attach Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head.

**(Example is provided on Form B)**



**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
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**Tender Conditions**

- The Municipality may request clarity pertaining to the Tender if it's not clear.
- Presentation may be required for Clarity purposes,
- The Municipality may request a price negotiation when necessary.
- Use of correction pen is prohibited.
- The Municipality may request price confirmation on goods/materials that have price fluctuation and service providers must respond within the stipulated time.
- The municipality may request an extension of the validity period.
- Unconfirmed extension of validity within the specified timeframe will render service providers non-responsive.
- Communication method for extension on validity/addendums or any other information may be through emails/newspaper / municipal website.





**SUPPLY, INSTALLATION AND MAINTENANCE OF THE  
MUNICIPAL HEALTH SERVICES (MHS) INFORMATION MANAGEMENT  
SYSTEM FOR 36 MONTHS  
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**ANNEXURE E**

**RETURNABLE**

**DOCUMENT**



## RETURNABLE DOCUMENT

### FORMS TO BE COMPLETED BY THE BIDDER:

Bidders shall note that completed Forms A, B, C, D, E & F must be included in the proposal.

The information contained on these forms, plus the supporting documentation will be used in the evaluation of the Tenders.

**FORM A:**

**CERTIFICATE OF ATTENDANCE AT THE CLARIFICATION MEETING**

This is to certify that

.....Representative of

(Service Provider) .....

.....  
of (address) .....

.....

.....

telephone number .....(.....).....

fax number .....(.....).....

e-mail .....

attended the clarification meeting on (date) .....

I CERTIFY that I am satisfied with the description of the work and explanations given by the said Employer's Representative and that I understand perfectly what is required in compiling my tender.

CONSULTANT'S REPRESENTATIVE: (Signature) .....

EMPLOYER'S REPRESENTATIVE: (Signature).....

**FORM B:**

**CERTIFICATE OF AUTHORITY FOR SIGNATURE**

**(do not sign the examples)**

The Tenderer must indicate the enterprise status by ticking the appropriate box hereunder.

<b>(I)</b> <b>SOLE PROPRIETOR</b>	<b>(II)</b> <b>CLOSE CORPORATION</b>	<b>(III)</b> <b>PARTNERSHIP</b>	<b>(IV)</b> <b>COMPANY</b>	<b>(V)</b> <b>JOINT VENTURE / CONSORTIUM</b>	
				Incorporated	
				Unincorporated	

The Tenderer must provide a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise(s) **and such resolution shall include a specimen signature of the signatory.**

**Failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**

**NB: Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Director(s) of the firm and shall be attached and must be on a Company letter head (signature of signatory is required) example (s) is provided below.**

**(I) CERTIFICATE FOR SOLE PROPRIETOR (example)**

I....., hereby confirm that I am the sole  
owner of the business trading as:  
.....

**Specimen Signature of Sole Owner:** .....

**Date:** .....

**(II) CERTIFICATE FOR CLOSE CORPORATION (example)**

I / We, the undersigned, being the key members in the business trading as..... hereby authorise Mr/Ms ..... acting in the capacity of ..... to sign all documents in connection with the tender for Contract No. .... and any contract resulting from it on our behalf.

**Signatures of Members:**

NAME	ADDRESS	SIGNATURE	DATE

***Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.***

**Specimen Signature of Signatory:**  
 .....

**Date:** .....

**(III) CERTIFICATE FOR PARTNERSHIP (example)**

We, the undersigned, being the key partners in the business trading as  
.....

hereby authorise Mr/Ms

.....

acting in the capacity of ..... , to sign all documents in connection with the

tender for Contract No. .... and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

***Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.***

**Specimen Signature of Signatory:**  
.....

**Date:** .....

**(IV) CERTIFICATE FOR COMPANY (example)**

I ....., chairperson of the Board of Directors

of ....., hereby confirm that by resolution of the Board

(Copy attached) taken on ..... 20.....,

Mr/Ms ....., acting in the capacity of

....., was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

**Signature of Chairman:**

.....

**Specimen Signature of Signatory:** .....



**Date:** .....

**(V) CERTIFICATE FOR JOINT VENTURE / CONSORTIUM (example)**

[This Returnable Schedule is to be completed by a Joint Venture / Consortium]

We, the undersigned, are submitting this tender offer in Joint Venture / Consortium 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 and any contract resulting therefrom on our behalf.

<b>NAME OF COMPANY</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead Partner		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....

In addition to this Certificate of Authority on behalf of the JV or Consortium, separate Certificates of Authority are also required from each parent company to the Joint Venture or Consortium. These must be in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise to sign the JV or Consortium Certificate of Authority.

For example, if a joint venture partner is a limited liability company, then a resolution of the board of directors for that company is required to demonstrate that the person signing on behalf of the JV has the authority to do so from the parent company. The tenderer must do this either by using the relevant pro forma certificate (I), (II), (III) or (IV), as provided in this Returnable Form B, for that particular type of parent organisation, or by providing a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise **and such resolution shall include a specimen signature of the signatory.**

**FORM C:**

**RELEVANT EXPERIENCE**

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

Continued overleaf... - /

**FORM C: RELEVANT EXPERIENCE (Continued)**

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

--	--	--	--

***Failure to provide the necessary information will compromise the tender.***

**SIGNED ON BEHALF OF THE CONSULTANT**

.....

**FORM D:**

**BANK DETAILS**

The Consultant shall provide details of banking details which shall be applicable to this contract. In the case of a joint venture, a collective joint venture account shall be provided and details provided below shall be of the joint venture account.

Bank Details - Bank Name: .....

Address: .....

Account Number:.....

Contact Person: .....

Tel No.: .....

Fax No.: .....

Auditor Details - Firm Name: .....

Address: .....

Firm Number: .....

Contact Person: .....

Tel No.: .....

Fax No.: .....

**SIGNED ON BEHALF OF THE CONSULTANT:**

.....

**Form E:**

PROPOSED FEE STRUCTURE

***(To be prepared and attached by Bidder)***

## **Form F**

### **MBD Forms**

#### **SECTION D**

#### **REGISTRATION ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIERS DATABASE**

1. In terms of the Harry Gwala District Municipality Supply Chain Management Policy Framework, all suppliers of goods and services to the Municipality are required to register on the Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, **<http://www.harrygwalm.gov.za>**, or obtained by collecting it in the offices of the Municipality (SCM).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Municipality may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 De-register the supplier from the Database,

3.2 Cancel a Bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.

**4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**

5. Application for registration must be submitted to the Harry Gwala office at Harry Gwala District Municipality. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE BID DOCUMENTATION, TO THE RESPECTIVE DEPARTMENT INVITING BIDS.

6. Service providers must be registered with the Central Supplier Database (CSD)

**SECTION E**

**DECLARATION THAT INFORMATION ON HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

....., WHO REPRESENTS (state name

Of bidder).....

AM AWARE OF THE CONTENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE WITH RESPECT TO THE SUPPLIER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.



AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE EVALUATION PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE** :.....

**INVITATION TO BID**

**MBD1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: ..... CLOSING DATE: ..... CLOSING TIME: .....

DESCRIPTION.....  
.....

---

**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

---

BID DOCUMENTS MAY BE POSTED TO:

.....  
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....  
.....  
.....

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

STREET ADDRESS

.....

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

.....

FACSIMILE NUMBER

CODE

.....

.NUMBER.....

E-MAIL ADDRESS

.....

VAT REGISTRATION NUMBER

.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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 ? YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

.....

DATE

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED

.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality / Municipal Entity:** .....

**Department:** .....

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**A) TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of a 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 supplier's tax obligations.

1. In order to meet this requirement, suppliers are required to complete in full the attached form TCC 001 "Application for a Tax 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 suppliers with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of 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](http://www.sars.gov.za).
3. The original Tax Clearance Certificate or SARS PIN 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-suppliers are involved, each party must submit a separate Tax Clearance Certificate.
5. 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](http://www.sars.gov.za).

**SECTION G**

**MBD 3**

**FORM OF OFFER AND ACCEPTANCE**

<b>NAME OF BIDDER (ORGANISATION):</b> _____
---

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**BID NO**.....

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Supplier under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract.

**Price:**

**R**..... (in figures)

*including VAT	
*excluding VAT	

*\* tick relevant box*

Amount in words.....

.....

<b>The prices / rates quoted must be firm</b>	<b>Is the delivery period stated firm? Yes/No: .....</b>
<b>Name:</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>
<b>Date:</b>	<b><i>Failure of a Bidder to sign this form will invalidate the bid</i></b>
<b>Address of Organisation:</b> _____	
_____	
<b>Telephone No.</b> _____	<b>Fax No.</b> _____

**B. ACCEPTANCE**

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

<b>Name :</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Capacity:</b>	<b>Date:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>
<b>Name</b>	<b>and</b>
<b>Address</b>	<b>of</b>
<b>Employer:</b>	

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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. ....  
.....

<sup>1</sup>MSCM 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);

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

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

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 directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.  
 .....  
 .....

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

3.14.1 If yes, furnish particulars:  
 .....  
 .....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**MBD 5**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **NO** **\*YES /**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **\*YES /NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....  
.....  
.....  
.....

\* Delete if not applicable

3 Has any contract been

awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**\*YES / NO**

3.1 If yes, furnish particulars

.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE**

**FALSE.**

.....

Signature

.....

Date

.....

Position

.....

Name

of

Bidde

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

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 ~~The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or~~

at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by	Number of points allocated (80/20 system) (To be	Number of points claimed (90/10 system) (To be completed	Number of points claimed (80/20 system) (To be completed

	the organ of state)	completed by the organ of state)	by the tenderer)	by the tenderer)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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- (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.

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

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**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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>audialterampartem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <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><b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any 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"/>
4.4.1	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**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Institution)

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

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communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
  
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  
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

**SECTION M  
SPECIAL INSTRUCTIONS AND NOTICES TO SERVICE PROVIDERS REGARDING THE  
COMPLETION OF BID FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003, THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
  2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
  3. The supplier is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
  4. Bids submitted must be complete in all respects.
  5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
  6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
  7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
  8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
  9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
  10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
  11. Bid documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
  12. Any alteration made by the supplier must be initialled.
  13. Use of correcting fluid is prohibited
  14. Bids will be opened in public as soon as practicable after the closing time of bid.
  15. Where practical, prices are made public at the time of opening bids.
  16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached
-

**COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars hereunder must be furnished.

In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner/member must be completed and submitted.

**Section 1: Name of enterprise:** \_\_\_\_\_

**Section 2: VAT registration number, if any:** \_\_\_\_\_

**Section 3: CIDB registration number, if any:** \_\_\_\_\_

**Section 4: CSD number:** \_\_\_\_\_

**Section 5: Particulars of sole proprietors and partners in partnerships**

Name	Identity number	Personal income taxnumber

\* Complete only if sole proprietor or partnership and attach separate page if more than 3partners

**Section 6: Particulars of companies and close corporations**

Company registration number \_\_\_\_\_

Close corporation number \_\_\_\_\_

Tax reference number: \_\_\_\_\_

**Section 7: The attached SBD4 must be completed for each tender and be attached as a tender requirement.**

**Section 8: The attached SBD 6 must be completed for each tender and be attached as a requirement.**

**Section 9: The attached SBD8 must be completed for each tender and be attached as a requirement.**

**Section 10: The attached SBD9 must be completed for each tender and be attached as a requirement.**



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

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Name

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Position

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Enterprise  
name

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