

NDLAMBE MUNICIPALITY



TENDER DOCUMENT

TENDER 02/2425

A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS

NAME OF BIDDER	:	_____
BIDDERS CSD NO	:	_____
CONTACT PERSON	:	_____
TELEPHONE NO.	:	_____
EMAIL ADDRESS	:	_____
PHYSICAL ADDRESS	:	_____
	:	_____
	:	_____

CLOSING DATE: WEDNESDAY, 16 OCTOBER 2024 AT 12:00



NDLAMBE MUNICIPALITY
TENDER 02/2425

INVITATION TO TENDER - A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS

The Ndlambe Municipality hereby invites suitable and experienced Professional Consulting Firms to submit tenders for the establishment of a prequalified list of professional service providers in the built environment for a period of three (3) years.

SCOPE OF WORK

Professional service providers are expected to, along with compliance and functionality requirements, be registered with a relevant professional body to be admitted into the list.

Qualifying companies will be admitted to the prequalified list of professional service providers to provide professional services for NLM projects for a period of three (3) years, as and when required by the municipality.

Shortlisted/Pre-qualified companies from the list will be invited to submit quotations for providing professional services for a specific project as and when required by NLM. Firms will be expected to have their resources and planning processes ready to respond urgently to whichever need that may arise.

EVALUATION

Bids will be evaluated based on responsiveness to the compliance requirements, thereafter bids will be evaluated based on functionality criterion. Only bidders who meet the minimum functionality score will be shortlisted and placed on the professional services panel. **Pricing and preference will not be evaluated for the establishment of the panel**; however, it will be utilised during the request for quotations (RFQ) stage, post the establishment of the panel.

Functionality: Minimum qualifying points will be 70% for further evaluation. Detailed functionality is available in the Bid document.

ITEM	Points
Functionality	80
• Company Experience	20
• Qualifications And Experience of Key Personnel	60
TOTAL	80

The top 15 bidders who achieve a minimum functionality score of 70% will be placed on the panel. Bidder proposals not achieving a functionality score of at least 70% will NOT be considered for placement on the panel.

Bidders shall take note of the following bid conditions:

Minimum professional registration requirements:

Bids are required to have the registered professional in all categories with the appropriate council under the Council for Built Environment (CBE) such as:

- Engineering Professionals registered with the Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act 46 of 2000
- Project Managers and Construction Health and Safety Agents registered with the South African Council for Project and Construction Management Professionals (SACPCMP) in accordance with the Project and Construction Management Professions Act 48 of 2000
- Geomatics professional registered with the South African Geomatics Council in accordance with the Geomatics Profession Act 19 of 2013
- Town and Regional Planners registered with the South African Council for Planners in accordance with the Planning Profession Act 36 of 2002
- Environmental Assessment Practitioner registered with EAPASA as Registration Authority which registers Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998, as amended
- Submit a certified valid copy of Professional Indemnity Insurance.
- Letter of Good Standing with the Commission for Occupational Injuries and Diseases Act (COIDA)

Bid compliance requirements:

1. The validity period for this submission will be 90 days from the closing date unless extended by the Ndlambe Municipality.
2. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid. The right to accept any tender and, or part thereof, appoint more than one bidder, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any bidder.
3. An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
4. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).
5. Bidders must complete the following forms, which are included in the returnable document:
 - Declaration of Interest (**MBD4**).
 - Declaration for procurements above R5 million (VAT INCLUDED) (**MBD 5**)
 - Declaration of Bidder's Past Supply Chain Management Practices (**MBD8**).
 - Certificate of Independent Bid Determination (**MBD9**).
6. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution as follows:
 - In the case of an **Affidavit**, both the Commissioner of Oaths stamp for the Affidavit itself (the "commissioning") AND a "true copy" stamp (which certifies the document as being a true copy of the original) are required i.e. **TWO stamps are required**.
 - In the case of a **B-BBEE Certificate**, only a "true copy" stamp and signature (which certifies the document as being an accurate copy) is required i.e. **ONE stamp is required**.
 - In the case of a Joint Venture, a consolidated B-BBEE certificate.
7. Bidders are required to submit:
 - audited annual financial statements for the past three years; or since establishment, if established during the past three years.
 - particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
8. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
9. It should be noted that the 80/20 or 90/10 preferential points system will be applied, for Specific Goals as defined in the Preferential Procurement Policy during the RFQ stage.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
11. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R120-36 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender

document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **18 September 2024** (office hours 08h00 until 16h00) or downloaded from the Ndlambe Municipality website <https://ndlambe.gov.za/web/returnable-bid-documents/>

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**T02/2425 APPOINTMENT OF A SERVICE PROVIDER A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **16 October 2024**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from Mr S Babama at Tel: 046604 5513 ssbabama@ndlambe.gov.za

**NOTICE NUMBER: 162/2024
12 September 2024**

**ADV R. DUMEZWENI
MUNICIPAL MANAGER**

NOTICE BOARDS, WEBSITE, TALK OF THE TOWN, DAILY DISPATCH

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INVITATION TO BID (MBD 1)

**YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR T02/2425– T02/2425–
APPOINTMENT OF A SERVICE PROVIDER A PANEL OF MULTI-DISCIPLINARY BUILT
ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS**

BID NUMBER: TENDER 02/2425 **CLOSING DATE:** 16 OCTOBER 2024 **CLOSING TIME:** 12H00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

BID DOCUMENTS TOGETHER WITH ALL SUPPORTING DOCUMENTATION MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NDLAMBE LOCAL MUNICIPALITY					
Bid Number:	02/2425	Closing Date:	16 OCTOBER 2024	Closing Time:	12:00
Description:	APPOINTMENT OF SERVICE PROVIDERS ON A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (FORM OF OFFER AND ACCEPTANCE).					

Bid Response Documents may be Deposited in the Bid Box situated at:

SUPPLY CHAIN MANAGEMENT OFFICE
44 CAMPBELL STREET
PORT ALFRED
6170

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]

1. 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]	2. 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]
3. TOTAL NUMBER OF ITEMS OFFERED		4. TOTAL BID PRICE	R
5. SIGNATURE OF BIDDER	6. DATE	
7. CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	DEPARTMENT	INFRASTRUCTURE
CONTACT PERSON	L MOHAPI	CONTACT PERSON	SIPHO BABAMA
TELEPHONE NUMBER	046 604 5639	TELEPHONE NUMBER	046 604 5513
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tenders@ndlambe.gov.za	E-MAIL ADDRESS:	ssbabama@ndlambe.gov.za

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

1. GENERAL REQUIREMENTS

- 1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **T02/2425– APPOINTMENT OF SERVICE PROVIDERS ON A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS.**
- 1.2 The bidder is required to furnish full details requested on the bid forms.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR QUERIES

Name : Mr. Lizo Mohapi
Telephone: 046 604 5639
Email : tenders@ndlambe.gov.za

Project Manager: Siphso Babama
Telephone: 046 604 5513
Email : sbabama@ndlambe.gov.za

3. TERMS AND CONDITIONS

3.1 **Confidentiality**

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

3.2 **Contractual obligations**

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

3.4 **Response to Questions**

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

3.5 Ambiguities

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

3.6 Use of Bidders information

Under the POPI Act, by submission of this bid, the bidder hereby provides consent to the municipality to utilize information and data sources available to confirm the information provided by bidders and obtain any other relevant information to ensure compliance with applicable procurement regulations. The municipality will treat the bidders' information with confidentiality and access only the information that is required for evaluation and procurement processes.

I _____(bidder's nominated representative)
grant the Ndlambe Municipality permission to utilize information and data sources available to confirm the information provided by our enterprise and obtain any other relevant information to ensure compliance with applicable procurement regulations.

3.7 Award Processes

Bidders are advised that any information relating to the bid award process (including the correspondence related to intentions to appoint) will only be issued by the Supply Chain Management office.

THIS BID DOCUMENT WILL ONLY BE ACCEPTED IF IT IS COMPLETED IN BLACK NON-ERASABLE INK.

T1.2 BID DATA

NDLAMBE MUNICIPALITY

Notice No: 162/2024

Bid No: 02/2425

BID NAME: A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

The conditions of Bid are the standard conditions of Bid as contained in Annexure F of Construction Industry Development Board, Standard for Uniformity in Construction Procurement: August 2019. The standard conditions of Bid for procurements make several references to the Bid data for details that apply specifically to this bid. The bid data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Bid.

Each item of data given below is cross-referenced to the clause in the standard conditions of Bid to which it mainly applies.

Clause number	Bid Data
F.1.1	The employer is Ndlambe Local Municipality
F.1.2	<p>The Bid documents issued by the employer comprise:</p> <p>The Bid</p> <p>Part T1: Bidding procedures</p> <p>T1.1 Bidding Notice and Invitation to Bid</p> <p>T1.2 Bid Data</p> <p>Part T2: Returnable documents/ schedules</p> <p>T2.1 List of Returnable Documents</p> <p>T2.2 Returnable Schedule</p> <p>The Contract</p> <p>Part C1: Agreement and Contract Data</p> <p>C1.2 Contract Data</p> <p>Part C2: Scope of Work</p> <p>C2.1 Scope of Professional Services</p>

F.1.3	<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>
F.1.4	<p>Communication and Employer's Agent:</p> <p>It should be noted that the employer has no agent acting on its behalf for the purposes of this tender. The Employer's representatives, for the purposes of any communication between the employer and tenderers, is:</p> <p>The Infrastructure Development & Planning Department - Ndlambe Local Municipality</p> <p>Address : 44 Campbell Street, Port Alfred, 6170</p> <p>Telephone : : 046 604 5500</p> <p>Fax : : 046 624 2669</p> <p>Email : sbabama@ndlambe.gov.za</p> <p>Attention is drawn to the fact that no verbal communication will be allowed prior to the close of tenders. Only information requested and issued formally in writing to tenderers will be regarded as amending the tender documents.</p>

F.1.5.1

Reject or accept
 The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

F.2.1

ELIGIBILITY
 Bids are required to have the registered professional in all categories with the appropriate council under the Council for Built Environment (CBE) such as:

- Engineering Professionals registered with Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act 46 of 2000
- Project Managers and Construction Health and Safety Agents registered with South African Council for Project and Construction Management Professionals (SACPCMP) in accordance with the Project and Construction Management Professions Act 48 of 2000
- Geomatics professional registered with the South African Geomatics Council in accordance with the Geomatics Profession Act 19 of 2013
- Town and Regional Planners registered with the South African Council for Planners in accordance with the Planning Profession Act 36 of 2002
- Environmental Assessment Practitioner registered with EAPASA as Registration Authority which registers Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998, as amended

#	Required Professionals
1	Civil Engineer: A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years experience in the design and contract management of civil engineering projects
2	Structural Engineer: A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years experience in the design and contract management of civil engineering projects
3	Water Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 10 years experience in the design and contract management of civil engineering projects
4	Electrical Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years experience in the design

		Electrical Engineering for municipal infrastructure (MCC, PLC & I and Electrifications) and building electrical works
	5	Mechanical Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 10 years experience in the design and contract management of civil engineering projects
	6	Construction Project Manager A registered Professional Construction Project Manager (Pr CPM)) with at least 15 years post-graduation experience in project management of civil engineering and building projects
	7	Land Surveyor A registered Professional Land Surveyor or Engineering Surveyor (Pr LS or Pr ES) with at least 15 years experience in the design and contract management of civil engineering projects
	8	Town Planner A registered Professional Planner (Pr Pln) with at least 15 years experience in town and regional planning projects
	9	Construction Health and Safety Agent (CHSA) A registered Professional Construction Health and Safety Agent (PrCHSA) with at least 15 years experience in Occupational Health and Safety in the Construction Industry
	10	Environmental Assessment Practitioner A registered Environment Assessment Practitioner (Pr EAS) with at least 10 years post-graduation experience in the Environment Impact Assessment for infrastructure projects

A general set of prerequisites that have been identified for procurement by Ndlambe Local Municipality are provided below and must be submitted by all bidders. Bids will not be considered should the prerequisites not be met:

- Bids to attach certified copies of qualifications and registration certificates not older than 90 days
- All registered professionals nominated to be in Good Standing or Registration Valid for the duration of the Bid validity Period and 36 months of Panel duration.
- All Professionals and sub-consultants nominated should only be part of only one Bid submission, should a professional be a proposed sub-consultant to a Bidding entity, a letter of intent to enter sub-consultancy with the Bidder should be provided. Where Professionals and sub-consultants are nominated in more than one bidding entity, both bidding entities shall be disqualified.
- Nominated Professional whether as a partnership, joint venture or subcontractor may not be part of more than one submission.

- Nominated Professionals including SA Citizens with foreign qualifications should submit SAQA Certificate of Evaluation of their academic qualifications. Failure to provide SAQA Certificate of Evaluation will result in the submission being declared non-responsive
- The Principal who maybe the Director or Member of the Bidding entity (company or close corporation or partnership or JV) must registered as a Professional with any council under CBE and have a majority share or controlling stake in the Bidding entity.
- Submission of bid before the closing time and date.
- Submission of a valid SARS Tax Compliance Status Certificate and PIN or TCS number must be provided in order to verify tax clearance. In bids where Consortia / Joint Ventures are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.
- Letter of Good Standing for the Commission for Occupational Injuries and Diseases Act (COIDA)
- Professional Indemnity Insurance minimum cover of R 5 million per claim.
- Submission of the following forms (which form part of the returnable documents)
 - MBD 4 – To be completed and signed by each Director of Bidding Entity including all JV/ Partnership members
 - MBD 5 Declaration for procurements above R5 million (VAT included)
 - MBD 8 To be completed and signed by each Director of Bidding Entity including all JV/ Partnership members
 - MBD 9 – To be completed and signed by the Authorised Signatory of the Bidding Entity
- Bidders must submit company registration certificate (CIPC documents).
- In case of the Joint Venture, a memorandum of agreement indicating the level of involvement and responsibilities of each joint venture partner must be submitted. Individual partners are to comply and submit all relevant documents.
- A Municipal Billing Clearance Certificate which covers, if applicable, both the company and its directors, must accompany all bids (a declaration form is included in the returnable document).
- Central Supplier Database Full Report must be downloaded and submitted (CSD "MAAA" number).
- The bid document must be completed in all respects in **permanent** ink.
- Bids must be submitted in **original** Bid documents issued by the Ndlambe Municipality.
- Bid documents must remain intact and no portion may be detached.
- Any amendments made to the original bid document issue of the Ndlambe Municipality will render the bid non-responsive.

	<p>N.B. Ndlambe Municipality reserves the right to verify the following documents and misrepresentation of the documents will lead to disqualification of the bidder concerned:</p> <ul style="list-style-type: none"> • Professional Registration of the Professionals • Letter of Good Standing with COIDA • Academic Qualifications with SAQA • Professional Indemnity Cover • SARS Tax Compliance Status (TCS and PIN)
F.2.2	<p>Cost of Bidding Accept that, unless otherwise stated in the Bid data, the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.</p>
F.2.3	<p>Check Documents Check the Bid documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
F.2.4	<p>Confidentiality and Copyright of Documents The information in this Bid document shall be treated as confidential and all matters arising in connection with the Bid. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a Bid offer in response to the invitation.</p>
F.2.5	<p>Reference Documents Obtain, as necessary for submitting a Bid offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the Bid documents by reference.</p>
F.2.6	<p>Acknowledge Addenda Acknowledge receipt of addenda to the Bid documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the Bid data, in order to take the addenda into account.</p>
F.2.7	<p>Clarification Meeting There will be no clarification meeting for this bid.</p>
F.2.8	<p>Seek Clarification Employer will not take telephonic enquiries regarding the Bid; all enquiries should be in writing to the Employer representative at tenders@ndlambe.gov.za or sbabama@ndlambe.gov.za Requests for clarification of the Bid documents, if necessary, must be submitted to the employer at least five working days before the closing date and time stated in the Bid data.</p>
F.2.9	<p>Professional Indemnity Insurance The Bidder will be responsible for the full insurance cover (Professional Indemnity) required for any projects issued from this panel and shall ensure that the institution that provides the cover is fully compliant and registered with the Financial Services Board (FSB). It is compulsory that the Bidder submits proof of such insurance with this Bid. Failure to submit such proof shall result in Bid disqualification.</p>
F.2.10	<p>Pricing the Bid No pricing is required at this stage. Pricing will be requested during the RFQ stage, post the placement of the appointed bidders to the panel.</p>

F.2.11	Rates and prices must be fixed for the duration of the contract and not subject to adjustments unless an escalation rate is provided.
F.2.12	No alternative bid offer is permitted in this contract.
F.2.13	<p>Submitting Bid offer:</p> <p>A two-envelope procedure will not be followed</p> <p>a) All attachments requested must be bound together and submitted as such together with the Bid document clearly marked "BID NO. 02/2425: PANEL OF ENGINEERING CONSULTING SERVICES FOR A PERIOD OF 3 YEARS</p> <p>b) Bids must be signed by a person duly authorised to do so. No electronic signatures are allowed.</p> <p>c) Bids submitted by Joint Ventures or Consortiums / Partnerships shall be accompanied by the document of formation of such entities.</p> <p>d) All Bid documents shall be completed in black ink and in case of a mistake or an error, a line must be drawn through the error and an authorised full signature/initial and date must be attached.</p>
F.2.13.5	The employer's address for delivery of Bid offers Location of Bid box : Supply Chain Offices, Physical address : No. 44 Campbell Street, Port Alfred, 6170 PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
F 12.14	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
F.2.15	The closing time for submission of Bid offers is as detailed in Bidding Notice or any addendum thereafter if applicable.
F.2.16	The bid offer validity period is 90 days from the closing date of bid submission.
F.2.23	The following certificates are to be provided: As per the pre-requisite of Bid data mentioned above (Ref: F.2.1)
F.3.1.1	The employer may unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers by placement of the questions and answers received on the municipal website.
F.3.2	The employer If necessary, may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers through the municipal website and applicable print media.
F.3.11.1	<p>Evaluation of Tenders</p> <p>The evaluation process will comprise of the pre-qualification evaluation, compliance to the tender requirements and functionality evaluation. No price evaluation will be done at this stage.</p>

Only the top fifteen tenders with the total highest number of points on functionality will be admitted on the 3 years database.
 Functionality: 80 points, Minimum qualifying points will be 70% for further evaluation. Detailed functionality is available in the Bid document.

ITEM	Points
Functionality	80
• Company Experience	20
• Qualifications And Experience of Key Personnel	60
TOTAL	80

Functionality

The assessment of functionality will be done in terms of the functionality evaluation criteria and the minimum threshold. To be considered for placement on the panel the service provider shall meet the minimum threshold of 70% for functionality. A bid will be disqualified if it fails to meet the minimum threshold of 70% for functionality.

Company Experience

Experience of the company relates to the company’s experience in the provision of professional civil engineering services. A list of projects **completed** in the past 10 years from the date of the advert must be attached. Only South African projects will be considered. Appointment letters with the completion certificates must be attached.

Criteria	Description	Number of Projects	Score	Max Points
Company Experience	Civil or Municipal Infrastructure projects with a fee value above R5 million	+5	5	5
		3-5	3	
		2 or less	1	
	Structural Engineering projects with a fee value above R5 million	+5	5	5
		3-5	3	
		2 or less	1	
	Water Resource Planning (WSDP / WSP, RISK ABETMENT PLAN, WCDM, Water and Sewer Master Plan) Project with a fee value of R1 million	+5	5	5
		3-5	3	
		2 or less	1	
	Mechanical and Electrical Engineering projects with a fee value above R2 million	+5	5	5
		3-5	3	
		2 or less	1	
TOTAL POINTS			20	20

Qualifications And Experience Of Key Personnel

#	Role / Discipline: Minimum requirements	Criteria for points allocation	Points	Points
1	Civil Engineer:			

	A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years experience in the design and contract management of civil engineering projects	Valid registration with ECSA as Pr Eng or Pr Tech Eng	3	10
		Academic Qualification - BSc Eng or B Eng or B Tech in Civil Engineering	2	
		15 years' Experience in Civil Engineering / Municipal Infrastructure project with traceable client references	3	
		NQF Level 7 accreditation: Develop and Promote Labour Intensive Construction Strategies	2	
2	Structural Engineer: A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years post-experience in the design and contract management of civil engineering projects	Valid registration with ECSA as Pr Eng or Pr Tech Eng	5	10
		Academic Qualification - BSc Eng or B Eng or B Tech in Civil Engineering	2	
		15 years' Experience in Structural Engineering design for buildings and civil structures with traceable client project references	3	
3	Water Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 10 years experience in the design and contract management of civil engineering projects	Valid registration with ECSA as Pr Eng or Pr Tech Eng	2	5
		Academic Qualification - BSc Eng or B Eng (NQF 8) in Civil Engineering or B Tech (NQF 7) in Water Engineering	1	
		10 years' Experience in Water Engineering including process design of Water Treatment Plant and Wastewater Treatment Plants (WTP / WWTP), water resource management and planning (WSDP, WCDP, Water Safety Plans and Water and Sanitation Master Planning)	2	
4	Electrical Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 15 years experience in the design Electrical Engineering for municipal infrastructure (MCC, PLC & I and Electrifications) and building electrical works	Valid registration with ECSA as Pr Eng or Pr Tech Eng	2	5
		Academic Qualification - BSc Eng or B Eng or B Tech in Electrical Engineering	1	
		15 years' Experience in Electrical Engineering for municipal infrastructure and building electrical works with traceable client project references	2	
5	Mechanical Engineer			

	A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng) with at least 10 years experience in the design and contract management of civil engineering projects	Valid registration with ECSA as Pr Eng or Pr Tech Eng	2	5
		Academic Qualification - BSc Eng or B Eng or B Tech in Civil Engineering	1	
		10 years' Experience in Mechanical Engineering for municipal infrastructure and building electrical works with traceable client project references	2	
6	Construction Project Manager A registered Professional Construction Project Manager (Pr CPM) with at least 15 years post-graduation in project management of civil engineering and building projects	Valid registration with SACPCMP as Pr CPM	2	5
		Academic Qualification minimum NQF 7 (BSc BSc Eng or B Eng or B Tech) in any Built Environment discipline	1	
		15 years' Experience in project management of Infrastructure / Building project with traceable client project references	2	
7	Land Surveyor A registered Professional Land Surveyor or Engineering Surveyor (Pr LS or Pr ES) with at least 15 years experience in the design and contract management of civil engineering projects	Valid registration with SAGC as Pr LS / Pr ES	2	5
		Academic Qualification - BSc in Surveying or BSc in Geomatics or B Tech in Surveying	2	
		Experience in topographic and engineering survey with traceable client project references	1	
8	Town Planner A registered Professional Planner (Pr Pln) with at least 15 years experience in town and regional planning projects	Valid registration with SACPLAN as Pr Pln	2	5
		Academic Qualification - Masters or BSc or B Tech in Regional and Town Planning	1	
		15 years or more Experience in town planning and township development project with traceable client references	2	
9	Construction Health and Safety Agent (CHSA) A registered Professional Construction Health and Safety Agent (PrCHSA) with at least 15 years post-graduation in Occupational Health and Safety in the Construction Industry	Valid registration with SACPCMP as Pr CHSA for more than 5 years	2	5
		Academic Qualification - BSc Eng or B Eng or B Tech in Built Environment or B Tech in Safety Management	1	
		15 years or more Experience as a Occupational Health and Safety agent the Construction Industry with traceable client project references	2	

10	Environmental Assessment Practitioner A registered Environment Assessment Practitioner (Pr EAS) with at least 10 years experience in the Environment Impact Assessment for infrastructure projects			5
		Valid registration with EAPSA as Pr EAP	3	
		Academic Qualification - BSc in Natural Sciences	1	
		Proof of Experience of Principal EAP to include at least 3 EIA / BAR submitted national or provincial environmental departments and approved Environmental Authorisations thereof.	1	
TOTAL POINTS		80		

T 1.3.3 PRICE AND PREFERENCE

Pricing and Preference will not be evaluated for the establishment of the panel however will be evaluated at the RFQ stage post the establishment of the panel. At the RFQ stage the pricing methodology will be governed by the principles of the Government Gazetted rates and the Specific Goals evaluation will be conducted as per the Ndlambe Municipality's SCM Policy and Preferential Procurement Policy.

The following criteria will be used when selecting companies to submit RFQ – Request for Proposals:

- Ranking and rotation using the NLM financial system
- Nature and complexity of works
- Location of the works
- Type of resources required
- Team composition– there may be situations where more than one type of Professional Resource is required
- Capacity and capability in relation to the services required

PLACEMENT ON THE PANEL

After the initial closure of the bid, the submissions will be evaluated in accordance with the bid requirements. After which the placement of 15 highest functionality points scorers will be placed on the panel.

Where there is a tie in the scoring of points, which exceeds the stated number of 15 highest scoring bidders, a drawing of lots will be used. Where it is not feasible to draw the lots, the municipality will review the placement of the additional number of bidders onto the panel.

The Prequalified list of professional service providers shall enable Ndlambe municipality to identify the B-BBEE Status level, EMEs or QSEs status, capacity and capability. A prospective Bidder must provide accurate and up-to-date information about its

- Offices
- Capacity and resources changes
- B-BBEE Status Level

Whenever there are changes in the office of the admitted firm (changes in the organogram, ownership, BBEEE Status Level, professional registration, etc.), the company must submit such information to Ndlambe Municipality for an update.

The personnel submitted for the team experience must be in the full-time permanent employment of the bidder and available for the envisaged appointments: (The Tenderer must take note that the persons listed as Key Personnel shall be the same persons to physically manage the projects under this contract, and will not be allowed to be changed without written approval by the client and then only if the Tenderer can successfully demonstrate that the replacement personnel do at least have the same experience, education and qualifications than the Persons listed in the tender. No deviation on this will be allowed)

The Bid period for the invitation of Bids from the prequalified list may vary between 5 days up to 30 days. Bidders must ensure that they are capable of responding to Ndlambe Municipality, with their complete submission, within such limited time.

The objective of this call for an expression of interest is to prequalify interested professional service providers (as stated above) so that they can be invited to submit Bids for Professional Services as required by the municipality. The CIDB PSP form of contract may be used by the employer. Firms or individuals will apply for admission to the professional service provider prequalified list by completing their information and making a comprehensive submission through this Expression of Interest (EoI) to Ndlambe Local Municipality.

Treasury Regulations

National Treasury SCM Office Practice Note No. SCM 3 OF 2003

11. Establishment of a list of approved service providers

Where consultancy services are required on a recurring basis, a panel of consultants/list of approved service providers for the rendering of these services may be established.

Once the panel / approved list of service providers has been approved, only the successful applicants are approached, depending on the circumstances, either by obtaining quotes on a rotation basis or according to the bid procedure when services are required, with the exception that the requirements are not advertised in the Government Tender Bulletin again.

The municipality reserves the right to follow a Turnkey process for any project requirements in line with its organisational objectives.

The approved list may be updated during the course of the Panel validity annually.

T2.1: LIST OF RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnables are required to evaluate the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, tenderers must return **all information requested**.

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES (included hereafter for completion)

Schedule : 1A	Authority for Signatory
Schedule : 1B	Letter of Good Standing with Workmen's Compensation Commissioner
Schedule : 1C	Joint Venture Disclosure Form
Schedule : 1D	Record of Addenda to Tender Documents
Schedule : 1E	Declaration of Interest (MBD4)
Schedule: 1 F	Declaration for procurements above R5 million (VAT included)
Schedule: 1 G	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022 (MBD6.1)
Schedule : 1H	Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)
Schedule : 1 J	Certificate of Independent Tender Determination (MBD 9)
Schedule : 1 K	Certificate for Municipal Services
Schedule : 1 L	Compulsory Enterprise Questionnaire
Schedule : 1M	Particulars of Tenderer

2. OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (to be attached with submission)

Schedule: 2A	Tax Clearance Requirements
Schedule: 2B	BBBEE Certificate or Affidavit (Amended Construction Sector Code)
Schedule: 2C	Central Supplier Database (CSD Full Report downloaded during the tender period)
Schedule: 2D	CIPC Company Registration
Schedule: 2E	Share Certificates of the Bidding Entity
Schedule: 2F	Certified ID Copies of the Directors and Shareholders
Schedule: 2G	Declaration of Disability
Schedule: 2H	Proof of Address
Schedule: 2I	Schedule of Tenderer's Experience
Schedule: 2J	Qualifications and Experience of Key Personnel (Certified Qualifications and CVs)
Schedule: 2K	Schedule of Proposed Sub-Consultant
Schedule: 2L	Proof of Professional Indemnity Insurance
Schedule: 2M	Quality Management System

SCHEDULE 1A: AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box (x) hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A.	Certificate for Company			
	<p>I,, chairperson of the board of directors of</p> <p>....., hereby confirm that by resolution of the board (copy attached) taken on 20..., Mr/Ms</p> <p>acting in the capacity of, was authorized to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.</p>			
	As witnesses :			
1.				
2.				
	Chairman			
	Date			
B.	Certificate for Partnership			
	<p>We, the undersigned, being the key partners in the business trading as</p> <p>..... hereby authorize Mr/Ms,</p> <p>acting in the capacity ofto sign all documents in connection with the tender for Contractand any contract resulting from it on our behalf.</p>			
	NAME	ADDRESS	SIGNATURE	DATE
	<p>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</p>			

C.	Certificate for Joint Venture		
	<p>We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms</p> <p>....., authorised signatory of the company</p> <p>....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer for contract and any contract resulting from it on our behalf.</p>		
	<p>This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.</p>		
	NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
	<p>Note:</p> <p>A Copy of the Joint Venture Agreement showing Clearly the percentage contribution of each partner to the joint venture shall be appended to the schedule.</p>		
D.	Certificate for Sole Proprietor		
	<p>I,hereby confirm that I am the sole owner of the business trading as</p> <p>.....</p>		
	As witnesses:		
1.		Signature :	
		Sole owner :	
2.		Date :	

E.	Certificate for Close Corporation			
	<p>We, the undersigned, being the key members in the business trading as hereby authorize Mr/Ms acting in the capacity of, to sign all documents in connection with the tender for Contract and any contract resulting from it on our behalf.</p>			
	NAME	ADDRESS	SIGNATURE	DATE
	<p>NOTE: This certificate is to be completed and signed by all of the key-partners upon who rests the direction of the affairs of the Partnership as a whole.</p>			

**SCHEDULE 1B : LETTER OF GOOD STANDING WITH WORKMEN'S COMPENSATION
COMMISSIONER**

- Attached Valid Letter of Good Standing with the Compensation Commissioner

SCHEDULE 1C: JOINT VENTURE DISCLOSURE FORM

General

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) The contribution of capital and equipment
 - b) Work items to be performed by the affirmable joint venture partner's own forces
 - c) Work items to be performed under the supervision of the affirmable joint venture partner
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration affidavits
- v) The joint venture must be formalized. All pages of the joint venture agreement must be signed by all the parties concerned. A letter / notice of intention to formalize a joint venture once the contract has been awarded will not be considered.
- vi) Should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

1. JOINT VENTURE PARTICULARS

- a) Name.....
- b) Postal Address
.....
.....
.....
.....

c) Physical Address

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

d) Telephone

.....

e) Fax

.....

SCHEDULE 1D : RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

No.	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Attach additional pages if more space is required)

Signed

Date

Name

Position

Tenderer

SCHEDULE 1E: NDLAMBE LOCAL MUNICIPALITY DECLARATION OF INTEREST (MDB4)



Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

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);
- (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 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, principal 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:
.....
.....

1. Full details of directors / trustees / members / shareholders:

Note: The full details disclosed hereunder must correlate to "ownership information" as per Central Supplier Database (CSD).

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

SCHEDULE 1F: NDLAMBE LOCAL MUNICIPALITY MBD 5



Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED)

For all procurements expected to exceed R5 million (VAT included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

***YES/NO**

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 a municipality 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 a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

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 Bidder

**SCHEDULE 1G: NDLAMBE LOCAL MUNICIPALITY - SPECIFIC GOALS PREFERENTIAL
POINTS CLAIM FORM (MBD 6.1)**



Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

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. Points shall be awarded for:

- 1.2.1. Price;
- 1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
- 1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

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

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	Total points	100	100

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

1.6. Failure on the part of a bidder to submit proof of locality with the bid, will be interpreted to mean that preference points for Bidder Locality are not claimed.

1.7. Ndlambe Local Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the municipality.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (j) "specific goals" means specific goals as contemplated in Para 4 of Ndlambe Municipality's Preferential Procurement Policy.

3. BID DECLARATION – SPECIFIC GOALS

3.1 Bidders who wish to claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = _____ Points claimed = _____ (see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: _____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

N.B. a recent Municipal Billing Certificate (not dated earlier than two months before the bid closing date) to be attached.

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm: _____

4.2 VAT registration number (if a VAT Vendor) _____

4.3 CSD (Central Supplier Database) number: MAAA _____

4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

4.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Registered Account Number: _____

Stand Number: _____

4.6 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor and Locality in paragraphs 1.4 and 3 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.....
2.....

SIGNATURE(S) OF BIDDERS(S)	
DATE:
ADDRESS

SCHEDULE 1H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MDB 8)



Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

- 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>	<input type="checkbox"/>	<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>	<input type="checkbox"/>	<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>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>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?</p>	<input type="checkbox"/>	<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 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

SCHEDULE 1J: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)



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P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

- 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.

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;
 - (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.

³ 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.

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

SCHEDULE 1K: CERTIFICATE FOR MUNICIPAL SERVICES



Causeway Road
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Port Alfred
6170

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Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

Information required in terms of Ndlambe Municipality's Supply Chain Management Policy, Para 14(5)(b):

Tender Reference or Description: Tender 02/2425 – APPOINTMENT OF SERVICE PROVIDERS ON A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS

Name of Bidder:

FURTHER DETAILS OF THE BIDDER/S: Proprietor/Director(s)/Partners, etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender documents.

Name of Director/Member/ Partner	Identity Number	Physical residential address of Director/Member/ Partner	Municipal Account number(s)

I, _____, the undersigned,

(full name in block letters) certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or municipal entity in respect of which payment is overdue for more than 30 days.

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder/Contractor

at _____ on the _____ day of _____

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.

SCHEDULE 1L: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner 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: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following: (insert separate page if necessary)

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

* Insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

* Insert separate page if necessary

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;
- 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 _____

Name _____ Position _____

Enterprise name _____

SCHEDULE 1M: PARTICULARS OF TENDERER

Tenderer:

Address:

.....

.....

.....

Contact Person:

Telephone Number:

Fax Number:

Bank:

Branch:

Name of Cheque Account:

Cheque Account Number:

Contact Person:

Telephone Number:

Guarantee:

Branch:

Contact Person:

Telephone Number:

VAT Registration No:

Attach original Tax Clearance Certificate to this page

Attach a letter from your bank to this page clearly stating your financial rating according to the codes on page ii, which must also be completed.

.....

DATE

.....

SIGNATURE OF TENDERER

SCHEDULE 2A: TAX CLEARANCE 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 apply to SARS for a Tax Clearance Certificate at any SARS branch office nationally.
2. SARS will issue a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The Overall Tax Clearance status indicator of the bidder on the CSD must be **TAX COMPLIANT**.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must be Tax Compliant on the CSD.
5. Bidders must allow for timeous registration on the CSD and the application and issue of a Tax Clearance Certificate by SARS.
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.

Where a bidders tax status is found to be non-compliant on the CSD, they will be notified and provided with 7 working days from the date of the notification to update and ensure their tax status is compliant and reflected as such on CSD, or submit proof of arrangements with SARS for the clearance of their tax matters.

SCHEDULE 2 B: PROOF OF B-BBEE CERTIFICATION

Bidders are required to submit an original and valid B-BBEE Status Level Verification Certificates or certified copies or the Sworn Affidavits together with their Bids to substantiate their B-BBEE rating claims

SCHEDULE 2 C: CENTRAL SUPPLIER DATABASE (CSD)

Proof of Registration on the CSD.

- Attached CSD Report

SCHEDULE 2 D: CIPC COMPANY REGISTRATION

- Attached CIPC Certificate of Registration of the bidding entity

SCHEDULE 2 E: SHARE CERTIFICATE/S

- Attached share certificates of the bidding entity

SCHEDULE 2 F: ID OF SHAREHOLDERS AND DIRECTORS

- Attached certified ID Copies of Shareholders and Company Directors on CIPC Register

SCHEDULE 2 G: DECLARATION OF DISABILITY

- Attached Medical Certificate for Proof of Disability of ownership

SCHEDULE 2 H: PROOF OF ADDRESS

Proof that municipal rates and taxes and municipal service charges are not in arrears. The following is the only acceptable documentation:

- A valid Municipal Billing Clearance Certificate
- Most recent municipal statement
- Valid Lease Agreement if premises are Leased (only if lessee is not responsible for municipal services)

SCHEDULE 2I: SCHEDULE OF TENDERER'S EXPERIENCE

The following is a statement of similar work successfully executed by the company in the past **10 years**.

No.	Employer, contact person and telephone number (Only Landline)	Description of Contract	Value of Work Inclusive of VAT (Rand)	Date Completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*Insert separate page if necessary

**Bidders may attach reference letters from the Clients

Signed

Date

Name

Position

Tenderer

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

RELEVANT EXPERIENCE AND TRACK RECORD OF THE CONSULTANTS PRACTICE

The tenderer shall indicate on the schedule below projects that have been completed with a fee value above R5 million. A list of projects completed in the past 10 years from the date of the advert must be attached. Only South African projects will be considered. Appointment letters with the completion certificates must be attached.

RELEVANT EXPERIENCE – CIVIL OR MUNICIPAL PROJECTS					
PROJECT TITLE	FEE VALUE (VAT INCLUDED)	DURATION (FROM-TO)	STAGE OF PROJECT COMPLETED (e.g. report stage, preliminary design, detail design, contract administration).	CLIENT	CONTACTABLE REFERENCE AND PHONE NUMBER

RELEVANT EXPERIENCE AND TRACK RECORD OF THE CONSULTANTS PRACTICE

The tenderer shall indicate on the schedule below projects that have been completed with a fee value above R5 million. A list of projects completed in the past 10 years from the date of the advert must be attached. Only South African projects will be considered. Appointment letters with the completion certificates must be attached.

RELEVANT EXPERIENCE – STRUCTURAL ENGINEERING PROJECTS					
PROJECT TITLE	FEE VALUE (VAT INCLUDED)	DURATION (FROM-TO)	STAGE OF PROJECT COMPLETED (e.g. report stage, preliminary design, detail design, contract administration).	CLIENT	CONTACTABLE REFERENCE AND PHONE NUMBER

RELEVANT EXPERIENCE AND TRACK RECORD OF THE CONSULTANTS PRACTICE

The tenderer shall indicate on the schedule below projects that have been completed with a fee value above R1 million. A list of projects completed in the past 10 years from the date of the advert must be attached. Only South African projects will be considered. Appointment letters with the completion certificates must be attached.

RELEVANT EXPERIENCE – WATER RESOURCE PLANNING (WSDP / WSP, RISK ABETMENT PLAN, WCDM, WATER AND SEWER MASTER PLAN) PROJECT WITH THE A FEE VALUE OF R1 MILLION. PROCESS ENGINEER – REVERSE OSMOS, RECLAMATION, DESALINATION PLANTS

PROJECT TITLE	FEE VALUE (VAT INCLUDED)	DURATION (FROM-TO)	STAGE OF PROJECT COMPLETED (e.g. report stage, preliminary design, detail design, contract administration).	CLIENT	CONTACTABLE REFERENCE AND PHONE NUMBER

RELEVANT EXPERIENCE AND TRACK RECORD OF THE CONSULTANTS PRACTICE

The tenderer shall indicate on the schedule below projects that have been completed with a fee value above R2 million. A list of projects completed in the past 10 years from the date of the advert must be attached. Only South African projects will be considered. Appointment letters with the completion certificates must be attached.

RELEVANT EXPERIENCE – MECHANICAL AND ELECTRICAL ENGINEERING PROJECTS WITH A FEE VALUE ABOVE R2 MILLION					
PROJECT TITLE	FEE VALUE (VAT INCLUDED)	DURATION (FROM-TO)	STAGE OF PROJECT COMPLETED (e.g. report stage, preliminary design, detail design, contract administration).	CLIENT	CONTACTABLE REFERENCE AND PHONE NUMBER

SCHEDULE 2J : CURRICULUM VITAE OF KEY PERSONNEL

The Bidder must attach to this page, certified copies of Qualifications and copies of CVs for all key personnel per discipline.

#	KEY PERSONNEL
1	Civil Engineer: A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng)
2	Structural Engineer: A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng)
3	Water Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng)
4	Electrical Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng)
5	Mechanical Engineer A registered Professional Engineer or Technologies (Pr Eng or Pr Tech Eng)
6	Construction Project Manager A registered Professional Construction Project Manager (Pr CPM)
7	Land Surveyor A registered Professional Land Surveyor or Engineering Surveyor (Pr LS or Pr ES)
8	Town Planner A registered Professional Planner (Pr Pln)
9	Construction Health and Safety Agent (CHSA) A registered Professional Construction Health and Safety Agent (PrCHSA)
10	Environmental Assessment Practitioner A registered Environment Assessment Practitioner (Pr EAS)

RELEVANT PERSONNEL EXPERIENCE (REFER TO F3.11.1)

Notwithstanding having appended the Curriculum Vitae of the key personnel to above, the tenderer shall provide information in the format below (the bidder can reproduce the tables at an appropriate scale to suit the information) for the Project Leader and Project Engineer. Any other relevant information may also be appended to this schedule. (The Tenderer must take note that the persons listed as Key Personnel shall be the same persons to physically manage the projects under this contract, and will not be allowed to be changed without written approval by the client and then only if the Tenderer can successfully demonstrate that the replacement personnel do at least have the same experience, education and qualifications than the Persons listed in the tender. No deviation on this will be allowed)

1. Provide details of the professional team that will be allocated to this project (Attach appointment letters and references from previous or current work).

	Team Member	Name and Surname	Highest Relevant Qualification	Professional Registration	Number of years of Experience	Proof attached (ref page on document)
1.	Civil Professional Engineer:					
2.	Structural Engineer					
3.	Water Engineer					
4.	Electrical Engineer					

5.	Mechanical Engineer					
6.	Construction Project Manager					
7.	Land Surveyor					
8.	Town Planner					
9.	Construction Health and Safety Agent (CHSA) – 5 points					
10.	Environmental Assessment Practitioner					

SCHEDULE 2K: SCHEDULE OF PROPOSED SUBCONTRACTORS

Bidder to list all proposed sub-consulting services that they will be using for the for the successful completion of this contract. Note that all sub-consulted services will be advertised following Ndlambe SCM Policy and will be evaluated as such. This should include specialist sub-consultants e.g. Survey, OHS, and any other similar.

<u>#</u>	<u>Name and address of proposed Sub-consultants</u>	<u>Nature and extent of work that will be sub-contracted</u>	<u>Previous experience with Sub-consultants</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			
<u>5.</u>			
<u>6.</u>			

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

SCHEDULE 2L : Proof of Professional Indemnity Insurance

- Bidders are required to submit a proof of Valid Professional indemnity insurance.
- The tenderer is referred to **Clause F.2.1 and F.2.9** of the Tender Data and shall state below details of the professional indemnity insurance held by the bidder. Where the bidder is a joint venture, each party to the joint venture must submit details of their professional indemnity insurance. Proof of insurance must be appended to this schedule.

PROFESSIONAL INDEMNITY INSURANCE HELD		
NAME OF INSURED	NAME OF INSURER	LIMIT OF INDEMNITY I.R.O. EACH CLAIM

SCHEDULE 2M : QUALITY MANAGEMENT SYSTEM

Briefly describe the construction quality system incorporated by the respondent in his organisation and which will be applicable to this Contract. Attach proof thereof.

	Internal	External	Name of responsible Company /or Person (In case of Person give years' experience and qualification)
ISO 9001:2008 (or latest applicable revision) certified			
Additional/alternative quality systems			

Signed Date

Name Position

Respondent

PART C1: AGREEMENT AND DATA

PART C1 AGREEMENT AND CONTRACT DATA

C1.2 CONTRACT DATA

C1.3 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

C1.2 CONTRACT DATA

The Conditions of Contract are the *Standard Professional Services Contract* (July 2009) published by the Construction Industry Development Board, Third Edition, document 1014 from pages 1 up to 16.

Each item of data given below is cross-referenced to the clause in the *General Conditions of Contract* of the above-mentioned Standard Professional Services Contract to which it mainly applies.

Part 1: Data provided by the Employer

Clause	Data
1.	The Employer is Ndlambe Municipality 44 Campbell Street, Port Alfred, 6170, Eastern Cape, Republic of South Africa Telephone: 046 604 5500; Facsimile: 046 466 2669
3.4 and 4.3.2	The authorized and designated representative of the Employer is Mr Sipho Babama as authorized by the Accounting Officer of Ndlambe Municipality The address for receipt of communications is 44 Campbell Street, Port Alfred, 6170, Eastern Cape, Republic of South Africa Telephone: 046 604 5500; Facsimile: 046 466 2669
1.	The Project is PANEL OF BUILT ENVIRONMENT SPECIALISTS FOR A PERIOD OF THREE (03) YEARS
1.	The term 'Professional Service Provider' shall be used for 'Service Provider'.
3.4.1	The communication by e-mail will only be accepted on submission of hard copy print out in letterhead and properly signed by the authorized person. Faxes, facsimile, emails will not be acceptable on submission of Bid documents.
3.6	The Professional Service Provider shall not release public or media statements or publish material related to the Services or the Project under any circumstances without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.
3.11	A penalty of R 2,000.00 per day is payable for each deliverable of which the Professional Service Provider fails to meet the reporting requirement as set out in the scope of works. The penalty is payable for each month for which the failure continues.
3.14	The Revised programme shall be submitted within 14 days of the award of the contract or prior to signing the agreement whichever is earlier.

5.4.1	<p>The PROFESSIONAL SERVICE PROVIDER is required to provide the following insurance within 14 days of the award of the contract or prior to signing the agreement whichever is earlier:</p> <p><i>Insurance Against:</i> Professional Liability (Valid Professional Indemnity).</p> <p><i>Cover is:</i> Minimum of R5 million.</p> <p><i>Period of cover:</i> Until One year after completion to allow issuance of completion certificates and submission of close up reports for all projects implemented during the period of contract.</p>
8.1	<p>The Professional Service Provider will commence with the performance of the Services immediately after the Contract is signed and the projects have been allocated.</p>
8.4.3	<p>The period to bring this project to completion will not exceed Thirty-Six (36) Months.</p>
9.1	<p>Copyright of all documents prepared for the Project shall be vested with the Employer.</p>
12.2.1	<p>In the event that the parties fail to agree on a mediator, the President of the relevant Council nominates the mediator.</p>
12.4.1	<p>In the event that the parties fail to agree on an arbitrator, the President of the Association of Arbitrators nominates the arbitrator.</p>
15.	<p>The interest rate will be prime interest rate of the Employer's bank at the time the amount is due.</p>

PART 2 : DATA PROVIDED BY THE SERVICE PROVIDER

Clause	Description														
1.2	The Service Provider is: Address..... Telephone..... Facsimile.....														
1.1	The authorised and designated representative of the service provider is: Name.....														
5.4.1	The address for receipt of communications is: Telephone: Facsimile: Address (Postal) : Address (Physical) : E-mail address:														
10.2	The period of performance will be determined by the completion date of the contract														
9.1	The key persons and their jobs / functions in relation to the services are: <table border="1" data-bbox="272 1361 1369 1630"> <thead> <tr> <th data-bbox="272 1361 826 1406">Key Personnel</th> <th data-bbox="826 1361 1369 1406">Role</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Key Personnel	Role												
Key Personnel	Role														

Signed Date

Name Position

Tenderer

Part C3: Agreement in Terms of Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993

THIS AGREEMENT is made between the **NDLAMBE MUNICIPALITY** represented by the Municipal Manager (hereinafter called the EMPLOYER of the one part, herein represented by:

_____;
in his/her capacity as: _____;

AND: _____
(hereinafter called the Professional Service Provider of the other part, herein represented by:

_____;
in his/her capacity as: _____;
duly authorised to sign on behalf of the professional service provider.

WHEREAS the Professional service provider is the Mandatory of the EMPLOYER in consequence of an agreement between the Professional Service provider and the EMPLOYER in respect of

Bid No. 02/2424 APPOINTMENT OF A PANEL OF BUILT ENVIRONMENT PROFESSIONALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS AND WHEREAS the EMPLOYER and the PROFESSIONAL SERVICE PROVIDER have agreed to enter into an agreement in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act No 85 of 1993, as amended by OHS Act Amendment Act No 181/1993 (hereinafter referred to as the ACT);

NOW THEREFORE the parties agree as follows:

1. The PROFESSIONAL SERVICE PROVIDER undertakes to acquaint the appropriate officials and employees of the PROFESSIONAL SERVICE PROVIDER with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The PROFESSIONAL SERVICE PROVIDER undertakes to fully comply with all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations: Provided that should the EMPLOYER have prescribed certain arrangements and procedures that same shall be observed and adhered to by the PROFESSIONAL SERVICE PROVIDER, his officials and employees. The PROFESSIONAL SERVICE PROVIDER shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The PROFESSIONAL SERVICE PROVIDER hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations, and the PROFESSIONAL SERVICE PROVIDER expressly absolves the EMPLOYER and the Employer's personnel from being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures in respect of the work included in the contract.
4. The PROFESSIONAL SERVICE PROVIDER agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the PROFESSIONAL SERVICE PROVIDER has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the PROFESSIONAL SERVICE PROVIDER, or to take such steps it may deem necessary to remedy the default of the PROFESSIONAL SERVICE PROVIDER at the cost of the PROFESSIONAL SERVICE PROVIDER. The PROFESSIONAL SERVICE PROVIDER shall be obliged to

APPOINTMENT OF A SERVICE PROVIDER A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS

report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and

Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

Thus signed at _____ on this day of _____, the _____ day
of _____, 20____ for and on behalf of

the Professional Service Provider:

Signature

Name

Witnesses:

Signature

Name

the Employer:

Signature

Name

Signature

Name

PART C3: SCOPE OF WORK / SCOPE OF SERVICES

SCOPE OF WORK / SCOPE OF SERVICES

Ndlambe municipality embarks on a three year contract with the competent service providers for planning and implementation of municipal projects. This will include but not limited to the following scope of works:

1.1 Civil, Building, Electrical and Mechanical Works

- Full professional services as defined by ECSA (Ref: No. 39480, Government Gazette, 04 December 2021; ECSA Board Notice 44333 of 2021)
- When required to assist the client to seek funding on unfunded projects.
- Fulfill the function of Employer's Agent for the duration of the contracts.
- Compile contracts document that will safe guard the interest of the client
- Approves all works performed by appointed service providers
- Procurement of Additional Services through municipal supply chain processes, i.e. Institutional and Social Development etc.
- Project progress reports within the prescribed timeframes and in agreed formats.
- All other routine reports and information according to MIG, WSIG, INEP, RBIG, DMG etc. i.e.

.2 Environmental Management Services

To Undertakes the Basic assessment process including, but not limited to, the following scope:

- Full professional construction services as defined by EAPASA
- Completion and submission of EIA Application forms for newly proposed municipal project.
- Willing to take a risk of non-payment and bridge funding your firm until the project is registered and funded.
- Consultation with the competent authority (DEDEAT).
- When required to assist the client to seek funding on unfunded projects.
- Formulation and submission of a screening report generated by the National Web Based Screening Tool.
- Conduct a public participation process that conforms to Section 41 of Government Notice No. 326 of 2014, as amended.
- Undertaking of specialist studies when required which may include, but not be limited to, Aquatic/Wetland Assessment, Ecological Assessment, Heritage Assessment, Palaeontological Assessment, Socio-economic Assessment, and a Marine Specialist Report.
- Compilation of a Basic Assessment Report with public review.
- Compilation of an Environmental Management Programme.
- Submission of relevant documentation to the competent authority to enable them to make an informed decision regarding the project.
- Able to deliver Environmental Authorisation within 107 days DEDEAT review period
- Water Use Licence Applications to DWS.

.3 Town Planning

To undertake the following professional services including, but not limited to, the following scope:

- Township Establishments
- Formalization of Settlements
- Incremental Settlement Upgrading
- Rezoning on behalf of the municipality
- Other land use and land development applications
- Development of Polices and By-laws
- Land Audits
- Development/Review of SDF and LUS
- Development of Precinct Plans/LSDF
- Strategies and plans which will include agriculture, tourism, mining, and other strategic plans.

.4 Project Management Services

- Full professional services as defined by SACPCMP (Ref: No. 45663, Government Gazette, 17 December 2021;

.4 Construction Health and Safety Agent

- Full professional services as defined by SACPCMP (Ref: No. 45663, Government Gazette, 17 December 2021);

.5 Construction Health and Safety Agent

Feasibility studies, funding applications, planning, reporting, design, contract administration and supervision for the implementation of construction works in accordance with the Guidelines for the implementation of Labour Intensive projects under the Expanded Public Works Programme, as published by the National Department of Public Works. Consultants shall have personnel with the required NQF5 and NQF7 qualifications and skills available in their project team. Update of record drawings and asset register where applicable. **Any other related tasks.**

PART C3: FRAMEWORK INFORMATION

1. OBJECT AND OPERATION OF THE FRAMEWORK

- The object of this Framework is to enable the *Employer* to invite quotations/tenders and to appoint one or more *PSP* to carry out work over the Framework contract term in respect of Tender No **02/2425 – APPOINTMENT OF SERVICE PROVIDERS FOR A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROJECTS FOR A THREE-YEAR PERIOD.**
- on an “as instructed” basis within its defined scope. The goal of this approach is to speed up and streamline procurement for the completion of engineering related projects as required by the *Employer* from the open market in order to fulfil its strategic objectives, while maintaining transparency and equitability of the procurement process.
- All appointments are subject to the availability of funds.

2. THE SELECTION PROCEDURE

The *Employer* selects a *PSP* appointed under the Panel Framework for a proposed project according to the criteria and terms of this *selection procedure*:

2.1 Eligibility and Selection of a Supplier in the Framework

A *PSP* is eligible for selection by the *Employer* for a proposed project if:

- The supplier was found eligible according to the eligibility criteria as set out in the tender document and placed on the panel of service providers for the provision of professional engineering services.

The selection procedure/criteria are set down as follow:

- Consultancies may be requested to provide a quote for a specific project on the request of the Employer;
- All assignments will be allocated at the discretion of the Employer, who shall strive to achieve a degree of equity and rotation among the listed consultancies;
- The Employer may allocate a particular assignment to a specific consultancy on the roster to promote continuity where that particular consultancy has had involvement in previous work associated with the assignment;
- Project assignments will not necessarily be awarded to all consultancies included in the roster.

SCHEDULE 20:

SERVICES PROVIDED TO ORGANS OF STATE FOR THE PAST 5 YEARS

Bidders to furnish particulars of **All Consultancy services provided to Organs of State in the Last Five (5) Years** and **any similar Consultancy services provided to an organ of State in the Last Five (5) Years.**

Organs Name that Services was Rendered to:	Type of Service Rendered:	Duration of Service Rendered:	Contactable Reference Name:	Contactable Reference Email address:	Contactable Reference Telephone No:

If the bidder fails to complete and sign this schedule, it will be interpreted that the bidder does not comply with the Eligibility Criteria and therefore will be regarded as being non-responsive.

Signed on behalf of Bidder: