



**BID NO.: COM63/2024**

**APPOINTMENT OF A PANEL OF ACCREDITED  
SKILLS DEVELOPMENT PROVIDERS TO ROLL  
OUT THE WORKPLACE SKILLS PLAN AND  
AWARDED DISCRETIONARY GRANT FOR THE  
CITY OF MBOMBELA FOR A PERIOD OF 36  
MONTHS ON AN AD-HOC BASIS**

**CLOSING DATE: 28 AUGUST 2024 AT 11:00**

**COMPANY NAME: \_\_\_\_\_**

**CSD NO:.....**



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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA</b>					
BID NUMBER:	COM63/2024	CLOSING DATE:	28 AUGUST 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS TO ROLL OUT THE WORKPLACE SKILLS PLAN AND AWARDED DISCRETIONARY GRANT FOR THE CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS ON AN AD-HOC BASIS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX LOCATED @ NO: 1 NEL STREET; MBOMBELA; 1200; MBOMBELA CIVIC CENTRE NEXT TO THE MAIN ENTRANCE.</b>					
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	<b>N/A</b>	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
Financial Management Services Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email Address: <a href="mailto:christopher.nkambule@mbombela.gov.za">christopher.nkambule@mbombela.gov.za</a>			Corporate Services Training and Skills Development Florence Banda Telephone Number: 013 759 9044 Email Address: <a href="mailto:florence.banda@mbombela.gov.za">florence.banda@mbombela.gov.za</a>		

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>										
<p>1.1. BIDS MUST BE SUBMITTED TO THE BID BOX AS PER INSTRUCTIONS ON THE TENDER INVITATION. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"><tr><td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td><td style="width: 20%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr><tr><td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td><td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr><tr><td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td><td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr><tr><td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td><td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr><tr><td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td><td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr></table> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
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3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



BID NO: COM63/2024  
CLOSING DATE: 28 AUGUST 2024

APPOINTMENT OF A PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS TO ROLL OUT THE WORKPLACE SKILLS PLAN AND AWARDED DISCRETIONARY GRANT FOR THE CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS ON AN AD-HOC BASIS

Bids are hereby invited from Skills Development Providers (SDP) registered with the relevant SETA to assist the City with rolling out of the Workplace Skills Plan (WSP) and awarded discretionary grant for a period of 36 months on an ad-hoc bases.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 26 July 2024 on the municipal website: [www.mbombela.gov.za](http://www.mbombela.gov.za) on the tenders and notice folders and e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za), free of charge.

Duly completed bid documents and supporting documents which are, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENT FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE RATES AND TAXES STATEMENT FOR BOTH THE BUSINESS AND ACTIVE DIRECTORS INCLUDING JV/CONSORTIUM PARTNERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "**BID NO, COM63/2024 APPOINTMENT OF A PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS TO ROLL OUT THE WORKPLACE SKILLS PLAN AND AWARDED DISCRETIONARY GRANT FOR THE CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS ON AN AD-HOC BASIS, CLOSING DATE, 28 AUGUST 2024**" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

No briefing session, technical enquiries may be directed to the project manager on the below contact details.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

**Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.**

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of specific targeted goals as per the City's Preferential Procurement Policy, 2023.

Procurement Enquiries :	Christopher Nkambule on 013 759 2358
Technical Enquiries :	Florence Banda on 013 759 9044
Employer :	City Manager: Mr. WJ Khumalo
	CITY OF MBOMBELA
	PO BOX 45; MBOMBELA; 1200

**NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c). City's website: [www.mbombela.gov.za](http://www.mbombela.gov.za).**

## **SPECIAL CONDITIONS OF THE BID**

### **1. SUBMISSION OF TENDERS**

The tender is to be made out on the tender form attached hereto, which must not be detached from this document, and the completed document, fully priced, extended and totalled, completed in all respects, signed and is to be sealed in an envelope which is to be enclosed and delivered in accordance with the instructions contained on the Invitation to Tender.

Proof of posting of a tender will not be accepted as proof of delivery to the appropriate place for the receipt of tender.

Tenders will be opened in public immediately after the advertised closing date.

The information to be submitted by prospective bidders will only be used for tender purposes taking into consideration the Protection of Personal Information Act (POPI Act).

### **2. TENDER DEPOSIT**

Tender documents can be downloaded from the following link: [www.mbombela.gov.za](http://www.mbombela.gov.za), in the tenders and notices folder and e-Tender Portal: [www.mbombela.gov.za](http://www.mbombela.gov.za), free of charge.

### **3. ADJUDICATION OF TENDER**

The City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by the City in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022 and the City's Preferential Procurement Policy, 2023, where 80 points will be allocated in respect of price and 20 points in respect to specific targeted goals.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer. The tender document must be furnished with non-erasable black ink and all corrections made by the service provider should be dated and signed by the authorised signatory. Erasures and the use of masking fluid, tippex, pencil or erasable ink are prohibited and failure to adhere to this condition will render your submission non responsive.

A bid not complying with the mandatory requirements stated in the bid document will be regarded as non-responsive and as such will be rejected. If a Bid has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected. This condition will not apply to companies owned by one director / member / sole proprietorship.

A bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder (business) or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than 90 days, similarly none submission of proof of valid and up-to-date rates and taxes statement will render the submission non-responsive.

Bids will be rejected if the bidders or any of the directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. Bids will be rejected if the bidder has abused the CoM's Supply Chain Management System or SCM Processes of any state institutions.

MBD 1 will be regarded as a FORM OF OFFER and if the form is not completed in full and signed by the authorised signatory, the submission will be regarded as non-responsive

A certified copy of a B-Degree or higher will be an added advantage with regards to relevant Educational Qualifications.

#### **4. COMPLETION OF TENDER DOCUMENTS**

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following compulsory documentation **MUST** be attached in order for the bid to be considered:

- Copy of a valid Tax Compliance Status (TCS)
- Proof of company registration
- CSD full registration report must **NOT** be older than **30 days** from closing date and summary report will NOT be considered)
- Tenderer must provide valid copies of current municipal rates and taxes statement from relevant local authority / proof of residence from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes statement for both the company and active directors including JV/Consortium partners. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director, lessor and company rates are cleared with regards to the municipal rates and taxes.
- Company Profile
- Certified proof of SETA accreditation certificate with relevant unit standards
- Certified copy of Assessor certificate
- Certified copy of Skills Development / HRD Qualification (ODETDP)
- Certified copy of relevant Educational Qualifications
- Attach at least two certified copies appointment letters accompanied by recommendation letters from previous clients for similar training interventions/projects conducted, which will serve as supporting documents of being a subject matter expert and proof of capacity to execute the project. These letters should reflect but not limited to, project description, project amount, client details, etc. failure to attach both documents will lead to immediate disqualification.
- Attach detailed proposal and course outline thereof.

NB: Certified copies of documentation must not be older than three months to be regarded as valid. Copies of "**certified copies**" will not be acceptable as true copies of original documents. Failure to adhere will lead to immediate disqualification.

## **5. BID PRICE**

- (a) This project is intended to develop a database / panel of accredited skills development providers to be used as and when required. Prospective bidders are required to offer their respective offer for each line item (unit standard), per person. The unit prices must be firm for the duration of the contract. Successful bidders will be used on a rotational bases in line with their individual accreditation on respective unit standards.

## **6. TAXES AND DUTIES PAYABLE**

Bidders shall allow in their tender for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

## **7. WITHDRAWAL OF TENDER**

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

## **8. PERIOD OF VALIDITY OF TENDERS**

The bids submitted by the service providers will be valid for a period of hundred and twenty (120) days and the validity period may be extended for further period of thirty (30) days. The following procedures and processes shall be followed in extension of the validity date.

- (a) Requests for the extension of validity dates must be extended to all service providers.
- (b) Proof should be provided that all services providers shown interests in the bid have been contacted.
- (c) Service providers have consented on the extension.
- (d) Bidders that have not responded or rejected the request for the extension of the validity will be eliminated from the processes.
- (e) That any prices changes resulting from the extension of the validity date shall be taken into considerations when evaluating bids.
- (f) The request for the extension for the validity date extended to interested service providers shall have a (seven) 7 working dates respond period.
- (g) Every case will be treated on its own merit, however, non-response from the services providers does not render the entire project null and void.

## **10. NOTICE OF BIDDERS**

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, these will be issued to Bidders in the form of Notices and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

Only bidders with necessary skills shall be considered.



## **11. CESSION OR ASSIGNMENT**

Neither the Council nor the bidder shall cede or assign a contract for the delivery of goods or the rendering of services or any part thereof or any benefit or interest therein or there under to third parties without the written consent of the other being first had and obtained.

## **12. DELIVERY CONDITIONS AND PERIOD**

- The successful bidder will be expected to a particular programme in line with the time frames to be included in the service level agreement and failure to finish within the timeframe will lead to a penalty of 2.5% of the total order amount per week or part thereof.

**NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.**

**Preamble**

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES

3.	<p>Certification of documents to be submitted together with the tender document.</p> <p>I.e. ID Copies of business owners, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates, etc.</p>	<p>a) The certification of documents must be done by a commissioner of oath as prescribed in the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 and its Regulations.</p> <p>b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or <a href="#">notary public</a> (who are members of a recognised professional body), Actuaries or accountants (who are members of a recognised professional body), Members of the judiciary, Directors, managers or company secretaries of a banks or regulated financial services business.</p> <p>c) <i>Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:</i></p> <div data-bbox="795 738 1545 1034" data-label="Form"> <p>CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS.</p> <p>Designation (rank) .....ex officio: RSA</p> <p>Date: ..... Place .....</p> <p>Business Address: .....</p> <p>.....</p> <p>Commissioner of Oaths</p> <p>.....</p> <p>Signature ..... Full Names .....</p> </div> <p>NB: All certified copies must NOT exceed three months and be originally certified.</p>	<p>Has the bidder certified all documents to be certified as per special conditions of bid?</p> <p>Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.</p>	YES
4.	<p>Central Supplier Database (CSD) Full report, (Summary report will <b>NOT</b> be acceptable).</p> <p><b>N/B CSD Report date should not be more than 30 days before Bid closing date.</b></p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report</p>	YES

			is not older than 30 days from the closing date?	
5.	Tax Compliant Status (TCS)	a) Prospective bidders are required to attach a valid TCS together with the tender document.	<p>Has the bidder attached a valid (not expired) TCS?</p> <p>The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder</p>	YES

			to the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above <b>(See MFMA Circular No: 90)</b> .	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor <b>(to claim points only)</b> .	<p>a) EMEs in terms of the B-BBEE Act 53 of 2003 may submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs <b>MUST</b> submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium &amp; large companies that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a</i></p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p>	YES

		<i>disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i>	Is the affidavit for B-BBEE stamped and signed by commissioner of oaths? I.e. full names and signature, force/practice number, designation / rank, date and address. Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and loses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES

9.	<p>Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors</p> <p>OR</p> <p>Proof of resident from tribal authority for the business and all business directors</p> <p>OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.</p> <p>b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease.</p> <p>The rationale behind this requirement is the enhance revenue</p>	<p>Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?</p> <p>In case of lease, has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	YES
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		in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification but failure to align addresses will not be a disqualifying factor, however all addresses reflected on the both the CSD and company registration document will be subjected to this requirement.		
10.	<p><b><u>Forging of documents/certificates</u></b></p> <p>The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders. Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (<b>see section 28 of this Act</b>).</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, <b>forgery</b> or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: <i>“subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents? If yes, has the matter been reported to the nearest SAPS following correct institutional protocol? Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	YES
11.	Copy of Public Liability insurance. Only insurance covers from	a) Public liability insurance may vary from one project to another on the basis of the level of risk and	If applicable, is the bidder compliant with the minimum cover	N/A



	registered and authorized financial service providers will be accepted.	complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.	stipulated in the bid document? Is the public liability insurance from a registered financial institution?	
<b>12.</b>	Recent audited / independently reviewed financial statements for three consecutive years. NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	a) Applicable to private companies that are not managed by its owners, if: <ul style="list-style-type: none"> <li>- It compiles its financial statement internally and its public interest score is less than 100.</li> <li>- It has its financial statements compiled independently and its public interest score is between 100 and 349.</li> <li>- the public interest score is 350 points or more, is required for an audit to be conducted.</li> </ul>	Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in excess of R10 million? Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.	N/A
<b>13.</b>	Recent annual financial statement (AFS) for three consecutive years (unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	a) Applicable to private companies with a public interest score of less than 100. b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed. NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.	Has the bidders furnished MBD 5 as mandatory? Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	N/A
<b>14.</b>	Functionality / Quality for evaluation of complex projects	a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the	Has the bidder met the minimum threshold on	N/A

		<p>bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc.</p> <p>NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.</p>	<p>functionality in order to qualify for further evaluation on price and B-BBEE?</p> <p>Has the bidders been scored in line with the evaluation criteria set on the tender document?</p> <p>All portfolio of evidence attached and certified as stated on the bid document?</p>	
15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	<p>a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.</p>	<p>If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?</p>	N/A

## **TERMS OF REFERENCE**

### **1. PREAMBLE**

The City of Mbombela hereby invite the following SAQA registered and SETA accredited stakeholders to bid and be appointed in a panel or database for training and development of Councillors, Ward Committee Members, employees and the unemployed:

- Skills Development Providers
- Technical Vocational Colleges (TVETs),
- Institutions of Higher Education and Training (HET),
- Community Education and Training Centres (CETs)
- MOU among stakeholders

### **2. PROJECT**

Roll out of the Workplace Skills Plan and Awarded Discretionary Grants

### **3. TARGET**

- Councillors
- Ward Committee Members
- All levels of Employees
- Unemployed youth /CWP/EPWP/ Homebase care
- Internship/WIL/Learnership/SDBIP Programmes/Artisans and apprenticeship Programmes

### **4. PROPOSAL**

Skills Development Providers with relevant SAQA unit standards, as per the attached training needs, are hereby invited to bid and be part of the panel to assist with the implementation of the Workplace Skills Plan and awarded Discretionary Grants on annual basis (within the contracted time-frame)

### **5. PROJECT SPECIFICATION**

- SAQA Unit Standard (Relevancy)

### **6. MODE OF OPERATION**

- Successful bidders will be used on a rotational bases as and when required in line with the Preferential Procurement Policy, SCM Policy of the City.

### **7. LOCATION**

- All Regional Service Centres for the City

### **8. DURATION**

- 3 Years from the date of signing the SLA. The City reserves the right to average prices in line with market related prices.

### **9. CO-PROJECT MANAGERS**

- Ms Gladys Gumede – Training Officer Experiential Learning: (013) 759 6076
- Ms Bridgette Mncube – Skills Development Facilitator: (013) 759 9367

## TRAINING NEEDS

### ▪ PDP TRAININGS

Name of Learning Intervention	Qualification Name	SAQA ID	NQF Level	Unit Price Excl. Vat	Unit Price Incl. Vat
<b>CORPORATE AND SUPPORT SERVICES</b>					
<b>OFFICE OF THE SPEAKER LEGISLATIVE /EXECUTIVE SKILLS DEVELOPMENT PROGRAMMES</b>					
Skills Programme	Compulsory Induction Programme	Linked to 91994		R	R
Skills Programme	Councillor Development Programme			R	R
Skills Programme	Understanding your constitution and your government mandate			R	R
Skills Programme	Working the Service Delivery system and public administration process	10080	NQF Level 6	R	R
Skills Programme	Being ethical, honest and considerate public servant	116343	NQF Level 6	R	R
Skills Programme	Building good public relations	66879	NQF Level 5	R	R
Skills Programme	Strategic Planning and Management	116358	NQF Level 6	R	R
Skills Programme	Project and Programme Management	10131	NQF Level 4	R	R
Skills Programme	Policy Formulation and Implementation	120301	NQF Level 5	R	R
Skills Programme	Leadership for Good Governance	50081/120393	NQF Level 4	R	R
Skills Programme	Methods and Perspectives and Field Assessment	13627	NQF Level 6	R	R
Skills Programme	Value-Based for Decision making	116483	NQF Level 3	R	R
Skills Programme	Action Research for the Legislative process	230022	NQF Level 6	R	R
Skills Programme	Democratic Governance and Legislative Process	119938	NQF Level 5	R	R
Skills Programme	Media Communication	16208		R	R
Skills Programme	Municipal Financial Management and Budgeting	48967	NQF Level 6	R	R
Skills Programme	Ethics Management in Local Government	116343	NQF Level 6	R	R
Skills Programme	Ward Committee Training	57823	NQF Level 2	R	R
Skills Programme	Monitoring and Evaluation principles in the public sector	337059	NQF Level 5	R	R
Skills Programme	Report writing and presentation Skills.	110023	NQF Level 4	R	R

HUMAN RESOURCES DEVELOPMENT					
Skills Programme	Conduct Skills Audit Process & Development of Personal Development Plans	123396	NQF Level 4	R	R
Non-credit bearing programme	Human Resource Policy Development	Non-credit bearing programme		R	R
Skills Programme	ICT/Computer Skills (Advance)	Skills Programme		R	R
Skills Programme	Developing HRD Implementation Plans for the Municipality	15217	NQF Level 5	R	R
Skills Programme	Train the Trainer's Knowledge and Skills	117870	NQF Level 4	R	R
Skills Programme	Skills Development/ODETDP	50332	NQF Level 4	R	R
Skills Programme	Assessor Course	12544	NQF Level 4	R	R
Skills Programme	Moderator Course	115759	NQF Level 6	R	R
Skills Programme	Design Curriculum and Learning materials	123394	NQF Level 5	R	R
Skills Programme	Computer Skills			R	R
Skills Programme	Coordination Skills			R	R
HUMAN RESOURCE MANAGEMENT					
Non-credit bearing programme	Generic Orientation on Human Resource Strategic Frameworks.			R	R
Non-credit bearing programme	Recruitment & Selection in the Public Service			R	R
Skills Programme	ICT/Computer Skills (Advance)			R	R
Non-credit bearing programme	PAYDAY			R	R
RECORDS MANAGEMENT AND ARCHIVES					
Skills Programme Credit Bearing	Orbit Admin Skills			R	R
Skills Programme	ICT/Computer Skills (Advance)	+		R	R
Skills Programme Credit Bearing	Archives and Records Management	64069	NQF Level 4	R	R

### ORGANISATIONAL DESIGN

Non-Credit-bearing Programme	Job Evaluation Initial			R	R
Skills Programme	Core and Job Description Process			R	R
Non-Credit-bearing Programme	Job Evaluation Follow-up			R	R
Non-Credit-bearing Programme	Organisational Design	Non-Credit-bearing Programme		R	R
Non-Credit-bearing Programme	Orbit Admin Skills	Non-Credit-bearing Programme		R	R

### EMPLOYEE RELATIONS

Skills Programme Credit Bearing	Labour Relations for Managers. Demonstrate and apply an understanding of the Labour Relations Act	114728	NQF Level 5	R	R
Skills Programme Credit Bearing	Institute Disciplinary Action	11286	NQF Level 6	R	R
Skills Programme Credit Bearing	Facilitate the resolution of employee grievances	12139	NQF Level 6	R	R
Skills Programme	Labour Relations for Managers in the Public Service			R	R
Skills Programme	Performance Management System			R	R
Skills Programme	Human Resource Monitoring and Reporting	259146		R	R
Skills Programme	Employee Performance Management			R	R

### EMPLOYEE WELLNESS

Non-credit bearing programme	Human Resource Behaviour Competencies			R	R
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ICT					
Skills Programme	ITIL 4 Foundation Including Exam	PM-ITIL4F		R	R
Skills Programme	CompTIA Security+	IN-SE		R	R
Skills Programme	CompTIA PenTest+	IN-PenTest		R	R
Skills Programme	CCNA	CI-CCNAI		R	R
Skills Programme	Microsoft Security Compliance, and Identity Fundamentals	MS-SC900T00		R	R
Skills Programme	Certified in Risk and Information Systems Control	IS-CRISC		R	R
Skills Programme	Certified in Risk and Information Systems Control Exam	EI-CRISC		R	R
Skills Programme	Certified Information Systems Auditor	IS-CISA		R	R
Skills Programme	Certified Information Systems Exam	EI-CISA		R	R
Skills Programme	Certified Information Security Manager	IS-CISM		R	R
Skills Programme	Certified Information Security Manager Exam	EI-CISM		R	R
Skills Programme	Certified in the Governance of Enterprise IT	IS-CGEIT		R	R
Skills Programme	Certified in the Governance of Enterprise IT Exam	EI-CGEIT		R	R
Skills Programme	General Data Protection Regulation (GDPR)	MC-GDPR		R	R
Skills Programme	General Data Protection Regulation (GDPR) Exam	EP-GDPR		R	R
Skills Programme	ITIL Digital & IT Strategy Including Exam	PM-DITS		R	R
Skills Programme	Implementing Automation for Cisco Security Solutions	CI-SAUI		R	R
Skills Programme	ITIL 4 Foundation Boot Camp Including Exam	MC-ITIL4FBC		R	R
Skills Programme	#PRINCE2 Foundation Including Exam and Digital Core Guidance	PM-P2FD		R	R
Skills Programme	TOGAF® 9 Training Course: Level 1 Foundation Including Exam	MC-TF		R	R
Skills Programme	ISO/IEC 27001 Foundation	MC-ISO27001F		R	R
Skills Programme	ISO/IEC 27001 Foundation Exam	MC-27001FE		R	R
Skills Programme	N+	IN-NN		R	R
Skills Programme	CI-ENCOR Implementing & Operating Cisco Enterprise Network Core	CI-ENCOR		R	R

Skills Programme	Implementing Automation for Cisco Security Solutions	CI-SAUI		R	R
Skills Programme	ITIL 4 Foundation Boot Camp Including Exam	MC-ITIL4FBC		R	R
Skills Programme	#PRINCE2 Foundation Including Exam and Digital Core Guidance	PM-P2FD		R	R
Skills Programme	TOGAF® 9 Training Course: Level 1 Foundation Including Exam	MC-TF		R	R
Skills Programme	ISO/IEC 27001 Foundation	MC-ISO27001F		R	R
Skills Programme	ISO/IEC 27001 Foundation Exam	MC-27001FE		R	R
Skills Programme	N+	IN-NN		R	R
Skills Programme	CI-ENCOR Implementing & Operating Cisco Enterprise Network Core	CI-ENCOR		R	R
Skills Programme	CI-SCOR Implementing & Operating Cisco Security Core Technologies	CI-SCOR		R	R
Skills Programme	CI-SISE Implementing & Configuring Cisco ISE	CI-SISE		R	R
Skills Programme	CCNA CyberOps	CI-CBROPS		R	R
Skills Programme	Ubiquiti Broadband Wireless Specialist	UBWS		R	R



**DEPARTMENT: TECHNICAL SERVICES**

**PROJECT IMPLEMENTATION: WATER, SANITATION, ROADS AND STORM WATER**

Skills Programme	Business process analysis and redesigning standard operating procedures (generic technical requirement)			R	R
Skills Programme	Mapping (including developments of high-quality maps), surveying and imagery of infrastructure development			R	R
Skills Programme	Read and understand technical drawing			R	R
Skills Programme	Environmental management (assessment auditing and monitoring)			R	R
Skills Programme	Quality orientation and assurance of infrastructure development (e.g international and national standards, regulations, codes, etc)			R	R
Skills Programme	Geotechnical engineering (national and international codes and standards)			R	R
Skills Programme	Understanding of access and rights over land as part of rural and urban planning and development			R	R
Skills Programme	Construction technology and environmental services in terms of rural and urban planning, development and services			R	R
Skills Programme	Operations and maintenance management			R	R
Skills Programme	Equip relocation / moving taking into account safety measures or requirements			R	R
Skills Programme	Contracts administrations or management			R	R
Skills Programme	Trade Testing			R	R
Skills Programme	Business process analysis and redesign (understanding of standards of operating procedures ) (general technical requirement)			R	R
Skills Programme	Environmental sampling/testing and monitoring (air, water, soil, sediment, etc)			R	R
Skills Programme	Roads and storm water systems construction (planning and designing: and construction administration)			R	R

Skills Programme	Operations and maintenance			R	R
Skills Programme	Equipment relocation/moving taking into account safety measures or requirements			R	R
<b>ELECTRICAL ENGINEERING</b>					
Skills Programme	Engineering & Construction Contract Management			R	R
Skills Programme	Business process analysis and redesign (understanding of standards of operating procedures ) (general technical requirement)			R	R
Skills Programme	Designing assistance (i.e plan, design, fabricate and install electrical systems and components)			R	R
Skills Programme	Conversion, construction and drawing of wire lines.			R	R
Skills Programme	Effective service connection			R	R
Skills Programme	Test engineering (knowledge of physics, engineering and manufacturing to test systems or sub-systems under development)			R	R
Skills Programme	Trade-testing			R	R
<b>PROJECT MANAGEMENT PROGRAMMES</b>					
Skills Programme	Develop Integrated Project Plan for a simple to moderately complex project. (Basic Project Management)	243824		R	R
	Apply the principles and theories of public sector management (Advance Project Management)	242914		R	R
Skills Programme	Develop Integrated Project Plan for a simple to moderately complex project. (Basic Project Management)	243824		R	R

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT**

Skills Programme	Local Economic Development	110501		R	R
Skills Programme	Economic theories, models or structures, methods and application.			R	R
Skills Programme	Business acumen, entrepreneurship and local economic development	66249	NQF Level 4	R	R
Skills Programme	Development and spatial planning for local economic development	110479	NQF Level 4	R	R
Skills Programme	Research and analysis of service delivery programmes and projects	255578	NQF Level 5	R	R
Skills Programme	Partnership and stakeholder relationship management.	377847	NQF Level 5	R	R
Skills Programme	Development of policy and municipal By-Laws for local economic development	117158 120507		R	R
Non-credit Bearing Programme	Community Works Programme	Workshops & Seminar		R	R
Non-credit Bearing Programme	Business process analysis and redesign	258835	NQF Level 5	R	R
Non-credit Bearing Programme	Sector profiling and local economic corporate advantages	Workshops & Seminar		R	R
Non-credit Bearing Programme	Research analysis of service delivery	Workshops & Seminar		R	R
Non-credit Bearing Programme	Cognitive capacity and judgement	Workshops & Seminar		R	R
Non-credit Bearing Programme	Tourism and Hospitality Programmes	Workshops & Seminar		R	R

DEPARTMENT OF FINANCIAL MANAGEMENT					
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT					
Skills Programme	Municipal Supply Chain Management	11635	NQF Level 6	R	R
Skills Programme	Supply Chain Management in the Public Sector	119345	NQF Level 5	R	R
Skills Programme	Participate in the design and implementation of municipal supply chain management	11635	NQF Level 6	R	R
Skills Programme	SCOA & ERF Practitioner Advanced	377893	NQF Level 4	R	R
Skills Programme	Acquisition Management	377898	NQF Level 5	R	R
Skills Programme	Bid Committee Training	337061	NQF Level 5	R	R
Non-Credit-bearing Programme	The Detection and Combating of Bid Rigging	-	-	R	R
Skills Programme	Strategic sourcing: strategy assessment & execution	260077 260097 260131 260137	NQF Level 6	R	R
Skills Programme	Demand Management	377901	NQF Level 5	R	R
Non-Credit-bearing Programme	Logistics Management	377895	NQF Level 4 & 5	R	R
FINANCIAL MANAGEMENT CLERKS					
Skills Programme	ICT /Computer Skills (Advance) (Excel Advance )			R	R
Skills Programme	Interpret South African legislation and policy affecting municipal financial management			R	R
Skills Programme	Manage municipality's assets and liabilities			R	R
Skills Programme	Apply the principles of information systems to public finance and administration			R	R
Skills Programme	Apply the principles of ethics in the municipal environment			R	R
Skills Programme	Apply the principles of information systems to public finance and administration			R	R
Skills Programme	Plan a municipal budgeting and reporting cycle			R	R
Skills Programme	Apply the principles of budgeting within the municipality			R	R
Skills Programme	Participate in the design and of implementation of municipal supply chain management			R	R

Skills Programme	Apply accounting principles and procedures in the preparation of reports and decision making			R	R
Skills Programme	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process.			R	R
Skills Programme	Budget Analysis	377933	NQF Level 6	R	R
	Municipal Finance Management Programme (MFMA)	48967 49554	NQF Level 6	R	R
<b>CHIEF ACCOUNTANTS</b>					
Skills Programme Credit Bearing	Business Process Analysis and Redesign Analysis Procedure	258835	NQF Level 5	R	R
Skills Programme Credit Bearing	Cognitive Capacity and Judgement	Workshops & Seminar	-	R	R
<b>ACCOUNTANTS</b>					
Skills Programme Credit Bearing	Macro-economic environment, global trade and marketing			R	R
Skills Programme Credit Bearing	Plan Municipal and Budgeting Cycle	116364	NQF Level 6	R	R
Skills Programme Credit Bearing	Manage Municipal assets and liabilities	116362	NQF Level 6	R	R
Skills Programme Credit Bearing	Apply approaches to managing municipal income and expenditure within a multi- year framework	116342	NQF Level 5	R	R
Skills Programme Credit Bearing	Apply the principles of ethics in the municipal environment	116343	NQF Level 6	R	R
Skills Programme Credit Bearing	Conduct working capital management activities in accordance with sound financial management	119331	NQF Level 5	R	R
Skills Programme Credit Bearing	Contribute to strategic planning process in the municipality	116358	NQF Level 6	R	R
Skills Programme Credit Bearing	Apply selected GRAP to periodic accounting reporting process	119348	NQF Level 5	R	R
Skills Programme Credit Bearing	Apply Risk Management	116339	NQF Level 6	R	R
Skills Programme Credit Bearing	Conduct audit planning and implementation in a municipality	116351	NQF Level 5	R	R

**DEPARTMENT COMMUNITY SERVICES**

**MUNICIPAL LAW ENFORCEMENT**

Skills Programme Credit Bearing	Crowd Control Management	230026	NQF Level 5	R	R
Skills Programme Credit Bearing	Fire-arm	504801 US (119652) (119650) (119651) (119649)	NQF Level 4  NQF Level 3 NQF Level 3 NQF Level 3 NQF Level 3	R  R R R R	R  R R R R
Skills Programme Credit Bearing	Law enforcement by Peace Officers		NQF Level 5	R	R
Skills Programme Credit Bearing	Tactical Road Traffic Operations	80046	NQF Level 5	R	R

**TRAFFIC**

Skills Programme	TCS Training eNatis			R	R
Skills Programme	Prolaser			R	R

**SECURITY GUARDS/OFFICERS**

Skills Programme Credit Bearing	General Security Guard	58577	NQF Level 3	R	R
Skills Programme Credit Bearing	Conduct Security Patrol	244177	NQF Level 3	R	R
Skills Programme Credit Bearing	Identify, handle and defuse security related conflicts	11505	NQF Level 4	R	R
Skills Programme Credit Bearing	Fire-arm	504801 US (119652) (119650) (119651) (119649)	NQF Level 4  NQF Level 3 NQF Level 3 NQF Level 3 NQF Level 3	R  R R R R	R  R R R R
Skills Programme Credit Bearing	Cognitive Capacity and Judgement	Workshops & Seminar		R	R

FIRE AND RESCUE					
Skills Programme Credit Bearing	Drivers, Pump Operator Course NFPA 1006	Skills Programme Credit Bearing	Drivers, Pump Operator Course NFPA 1006	R	R
Skills Programme Credit Bearing	Vehicle Rescue 1 and 2 NFPA 1006	Skills Programme Credit Bearing	Vehicle Rescue 1 and 2 NFPA 1006	R	R
Skills Programme Credit Bearing	Confined Space Rescue 1 and 2 NFPA 1006	Skills Programme Credit Bearing	Confined Space Rescue 1 and 2 NFPA 1006	R	R
Skills Programme Credit Bearing	Structural Collapse 1 and 2 NFPA 1006	Skills Programme Credit Bearing	Structural Collapse 1 and 2 NFPA 1006	R	R
Skills Programme Credit Bearing	Trench Rescue 1 and 2 NFPA 1006	Skills Programme Credit Bearing	Trench Rescue 1 and 2 NFPA 1006	R	R
Skills Programme Credit Bearing	Swift Water Rescue 1 and 2 NFPA 1006	Skills Programme Credit Bearing	Swift Water Rescue 1 and 2 NFPA 1006	R	R
Skills Programme Credit Bearing	Advanced Fire Prevention and Strategies	Skills Programme Credit Bearing	Advanced Fire Prevention and Strategies	R	R
Skills Programme Credit Bearing	Advanced Fire Prevention			R	R
PROTOCOL AND VIP					
Skills Programme Credit Bearing	Advanced Driving			R	R
Skills Programme Credit Bearing	Fire-arm	504801 US (119652) (119650) (119651) (119649)	NQF Level 4 NQF Level 3 NQF Level 3 NQF Level 3 NQF Level 3	R R R R R	R R R R R

OFFICE OF THE CITY MANAGER					
PERFORMANCE MONITORING AND EVALUATION					
Skills Programme	Monitoring and Evaluation principles in the public sector	337059	NQF Level 5	R	R
Skills Programme	Apply monitoring and evaluation principles in the public sector			R	R
Skills Programme	Use of indicators for managing performance in government			R	R
Skills Programme	Quantitative Research methods for M&E			R	R
Skills Programme	Information Management for M&E			R	R
Skills Programme	Qualitative research methods for & M&E			R	R
Skills Programme	Data analysis and presentation methods for M&E			R	R
Skills Programme	Report Writing			R	R
Skills Programme	Orientation to M & E			R	R
STRATEGIC MANAGEMENT SERVICES					
CORPORATE COMMUNICATION					
Skills Programme Credit Bearing	Partnership and Stakeholder Relations	377847	NQF Level 5	R	R
Skills Programme Credit Bearing	Cognitive Capacity and Judgement	Workshops & Seminar		R	R
Skills Programme Credit Bearing	Research and analysis of service delivery programmes			R	R
Skills Programme Credit Bearing	Development of policy and Municipal By-Laws			R	R
Skills Programme Credit Bearing	Sector Profiling			R	R
TRANSVERSAL					
Skills Programme	Partnership and stakeholder relationship management			R	R
Skills Programme	Skills in mediation, negotiation and conflict management			R	R
Skills Programme	Business process analysis and redesign (Standard Operating Procedures)			R	R
Skills Programme	Mainstreaming Gender in the Public Service	244254	NQF Level 5	R	R
Non-credit Bearing Programme	Integrated HIV and AIDS and TB Management			R	R
Non-credit Bearing Programme	Understanding HIV and AIDS and its Impact in the Workplace			R	R



Skills Programme	Managing HIV and AIDS in the Workplace	SAQA ID 244574	NQF Level 5	R	R
Skills Programme Credit Bearing	Facilitate equitable representation of persons with disabilities in the workplace	244600	NQF Level 5	R	R
<b>POLICY FORMULATION, BY-LAWS AND RESEARCHERS</b>					
Skills Programme Credit Bearing	Policy Evaluation			R	R
Skills Programme Credit Bearing	Editing and proof reading	117948	NQF Level 7	R	R
Skills Programme Credit Bearing	Research Methodology statistical analysis and report writing	255762	NQF Level 4	R	R
Skills Programme Credit Bearing	Data and Record Management	242866	NQF Level 3	R	R
<b>INTERNATIONAL AND INTERGOVERNMENTAL RELATIONS</b>					
Skills Programme Credit Bearing	Report Writing			R	R
Skills Programme Credit Bearing	Advanced Computer Skills			R	R
<b>CUSTOMER SERVICES/FRONTLINE STAFF</b>					
Skills Programme Credit Bearing	Customer Services	242901	NQF Level 4	R	R
Skills Programme Credit Bearing	Excellent Customer Service for Frontline Staff	Linked to US242901	NQF Level 4	R	R

**DEPARTMENT :CITY PLANNING**

Skills Programme Credit Bearing	Business Process analysis and redesign	258835	NQF Level 5	R	R
Skills Programme Credit Bearing	Mapping, surveying and imagery of infrastructure development			R	R
Skills Programme Credit Bearing	Land use management in rural and urban planning			R	R
Skills Programme Credit Bearing	Quality orientation and assurance of infrastructure development			R	R
Skills Programme Credit Bearing	Building and administration (pathology and aid)			R	R
Skills Programme Credit Bearing	Construction technology			R	R
Skills Programme Credit Bearing	Information systems and data management			R	R
Skills Programme Credit Bearing	Business Process analysis and redesign	258835	NQF Level 5	R	R
Skills Programme Credit Bearing	Mentoring and Coaching	114215		R	R

**MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMA)**

Skills Programme	Apply approaches to manage municipal income & expenditure within a multiyear framework	116342	Level 6	R	R
Skills Programme	Apply principles of ethics in the municipal environment	116343	Level 6	R	R
Skills Programme	Understand the legislative and regulatory framework governing the local government sector and administrative environment	119334	Level 5	R	R
Skills Programme	Apply principles of information systems to public finance and administration	119352	Level 5	R	R
Skills Programme	Apply cost management principles	119341	Level 5	R	R
Skills Programme	Interpret South African legislation and policy affecting municipal financial management	116361	Level 6	R	R
Skills Programme	Apply risk management in the municipality	119349	Level 5	R	R

Skills Programme	Apply cost management information systems in the preparation of management reports.	119341	Level 5	R	R
Skills Programme	Conduct working capital management activities in accordance with the sound financial management policy.	119331	Level 5	R	R
Skills Programme	Plan a municipal budgeting and reporting cycle	116364	Level 6	R	R
Skills Programme	Apply principles of budgeting in the municipality	116345	Level 5	R	R
Skills Programme	Participate in the design and of implementation of municipal supply chain management.	116353	Level 6	R	R
Skills Programme	Prepare and analyse municipal financial reports	116363	Level 6	R	R
Skills Programme	Apply accounting principles and procedures in the preparations of reports and decision-making.	119350	Level 6	R	R
Skills Programme	Apply selected GRAP (Generally Recognised Accounting Practices) to the periodic accounting reporting process)	119348	Level 5	R	R
Skills Programme	Conduct performance management to a municipal environment	116341	Level 6	R	R
Skills Programme	Conduct stakeholder consultation around municipal financial programmes	116348	Level 6	R	R

MANAGEMENT AND LEADERSHIP PROGRAMMES					
Skills Programme	Financial Management			R	R
Skills Programme	People Management and Empowerment	119336	NQF Level 5	R	R
Skills Programme	Strategic Capability and Leadership	243116	NQF Level 6	R	R
Skills Programme	Programme and Project Management	101869	NQF Level 5	R	R
Skills Programme	Service Innovation	252020	NQF Level 5	R	R
Skills Programme	Problem Solving and Analysis	242817	NQF Level 4	R	R
Skills Programme	Communication	8647	NQF Level 5	R	R
Skills Programme	Risk Management Planning	251968 120303	NQF Level 6	R	R
Skills Programme	Planning (Strategic)	15219	NQF Level 5	R	R
Skills Programme	Knowledge of Performance Management and Reporting	252034	NQF Level 5	R	R
Skills Programme	ICT Skills	117928	NQF Level 4	R	R
Skills Programme	Supply Chain Management Knowledge	102019	NQF Level 5	R	R
Skills Programme	Occupational health and safety	244288	NQF Level 5	R	R
Skills Programme	Skills in mediation, negotiation and conflict management	49257	NQF Level 5	R	R
Skills Programme	Customer relations	114974 113847	NQF Level 3	R	R
	Document and report writing	12153	NQF Level 4	R	R
Skills Programme	Partnership and stakeholder relations management	264406	NQF Level 6	R	R
Skills Programme	Change Management	116925	NQF Level 5	R	R
Skills Programme	How to Supervise People			R	R
SERVICE DELIVERY AND GOOD GOVERNANCE PROGRAMMES					
Skills Programme	Project Khaedo- To Prepare Councillors/Managers for site visit at the coalface of service delivery	15214 252026 59201	NQF Level 5	R	R
Skills Programme	Promoting Anti-corruption in the Public Service	243663	NQF Level 4	R	R
Skills Programme	Anti-corruption Training for Practitioners	243264	NQF Level 5	R	R
Skills Programme	Ethics Management in Service Delivery			R	R
Skills Programme	Excellent Customer Service for the Frontline Staff	242901	NQF Level 4	R	R
Skills Programme	Implementing the promotion of the Justice Act (PAJA) for managers in the Public Sector	244254	NQF Level 5	R	R

Non-credit bearing programme	Diversity Management	-	-	R	R
<b>SECRETARIES, ADMIN CLERK, CLERICAL ASSISTANT, CLERK GRADE1,</b>					
Skills Programme	Computer Skills			R	R
Skills Programme	Telephone Etiquette Skills			R	R
Skills Programme	Business Communication			R	R
Skills Programme	Customer Relations			R	R
Skills Programme	Time Management			R	R
Skills Programme	Minute Taking			R	R
Skills Programme	Report Writing Skills			R	R
Non-credit bearing Programme	Oral & Written Communication Skills			R	R
Non-credit bearing Programme	Compliance Management			R	R
Non-credit bearing Programme`	Listening Skills			R	R
Skills Programme	Occupational Health And Safety.			R	R
Skills Programme	Risks Management			R	R
Skills Programme	Ethics & Values			R	R
Skills Programme	Procurement and Supply Chain Management Process			R	R
Skills Programme	Competency in policy conceptualization, analysis and implementation.			R	R
<b>ADMIN AND ASSIST ADMIN</b>					
Skills Programme Credit Bearing	Business Process Analysis and Redesign	258835	NQF Level 5	R	R
Skills Programme Credit Bearing	Information Systems and data Management			R	R
Skills Programme Credit Bearing	Quality Orientation and Design			R	R
Skills Programme Credit Bearing	Knowledge of Performance Management and Reporting			R	R
Skills Programme Credit Bearing	Stakeholder and Interdepartmental Relations			R	R

Skills Programme Credit Bearing	Policy conceptualisation ,analysis and Implementation			R	R
<b>LABOUR RELATIONS FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR</b>					
Skills Programme Credit Bearing	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995) ,	114728	NQF Level 5	R	R
Skills Programme Credit bearing	Grievance and Disciplinary Action Procedures	12139 11286	NQF Level 5-6	R	R
Skills Programme	Investigating and Presiding Skills	Public Service Co-ordinating Bargaining Council resolution CODES		R	R
Skills Programme Credit bearing	Supervisory Management Training- Managing Discipline in the Work Place and Grievance Procedures	114728 12139 11286 11664 24449 264235 15234 242821	NQF Level 4-7	R	R

#### LEGISLATIVE REQUIRED TRAINING

<b>COMMUNITY SERVICES</b>				
UNIT	INTERVENTION	UNIT STANDARD/ SAQA	UNIT PRICE EXCL. VAT	UNIT PRICE INCL. VAT
FIRE ,RESCUE AND EMEGENCY SERVICES	Drivers, Pump Operator Course NFPA 1006		R	R
	Vehicle Rescue 1 and 2 NFPA 1006		R	R
	Confined Space Rescue 1 and 2 NFPA 1006		R	R
	Structural Collapse 1 and 2 NFPA 1006		R	R
	Trench Rescue 1 and 2 NFPA 1006		R	R
	Swift Water Rescue 1 and 2 NFPA 1006		R	R
	Advanced Fire Prevention and Strategies		R	R
	Advanced Fire Prevention		R	R
TRAFFIC	TCS Training		R	R
	eNatis		R	R
			R	R
LAW ENFORCEMENT (PEACE OFFICERS)	Crowd Control Management	230026	R	R

WASTE MANAGEMENT	Truck and Tractor Drivers		R	R
<b>DEPARTMENT OF SPORTS</b>				
<b>UNIT</b>	<b>INTERVENTION</b>	<b>UNIT STANDARD/S AQA</b>	<b>UNIT PRICE EXCL. VAT</b>	<b>UNIT PRICE INCL. VAT</b>
SWIMMING POOL (LIFE GUARDS)	Fitness training		R	R
	Book keeping		R	R
<b>OHS TRAININGS</b>				
<b>UNIT</b>	<b>INTERVENTION</b>	<b>UNIT STANDARD/S AQA</b>	<b>UNIT PRICE EXCL. VAT</b>	<b>UNIT PRICE INCL. VAT</b>
All Reps	Health and Safety Rep	259619	R	R
	First Aid	254220	R	R
	Workplace Fire Fighting Level 1		R	R
Managers	OHS Management Liability	120344	R	R

## LEARNERSHIPS

Name of Learning Intervention	Qualification Name	SAQA ID	Unit Price Excl. Vat	Unit Price Incl. Vat
LEARNERSHIP	Certificate: Municipal Finance Management Dev Programme NQF Level 6	48965	R	R
LEARNERSHIP	FETC: Supervision of Construction Processes NQF Level 4	65949	R	R
LEARNERSHIP	NC: Local Economic Development NQF Level 6	36437	R	R
LEARNERSHIP	NC: Municipal Governance NQF level 5	67467(605 29)	R	R
LEARNERSHIP	Certificate Local Government NQF Level 5	23616	R	R
LEARNERSHIP	Diploma Local Government NQF Level 6	35956	R	R
LEARNERSHIP	NC: Road /Transport Management NQF Level 3	48437	R	R
LEARNERSHIP	NC: Environmental Management NQF Level 5	66789	R	R
LEARNERSHIP	NC: Occupational Directed Education & Training Development Practice ( ODETDP) NQF Level 5	50334	R	R
LEARNERSHIP	NC: Emergency Services Supervision: Fire and Rescue Operations NQF Level 5	64390	R	R
LEARNERSHIP	National Certificate: Project Management NQF Level 5	58395	R	R
LEARNERSHIP	Further Education and Training Certificate: Environmental Practice NQF Level 4	50309	R	R
LEARNERSHIP	FETC:Road Traffic Law Enforcement	62289	R	R
LEARNERSHIP	NC:Public Administration	50060	R	R
LEARNERSHIP	Certificate: Gardening and Horticulture	21024	R	R
LEARNERSHIP	FETC:Water and Wastewater Process Control Supervision	61709	R	R
LEARNERSHIP	FETC:Water and Wastewater Reticulation Services	60189	R	R



Name of Learning Intervention	Qualification Name	SAQA	Unit Price Excl. VAT	Unit Price Incl. VAT
LEARNERSHIP	FETC: Fire and Rescue Operations	SAQA 57803	R	R
LEARNERSHIP	NC: Emergency Services Supervision: Fire and Rescue Operation	SAQA 64390	R	R
LEARNERSHIP	Municipal Governance	SAQA 67467	R	R
LEARNERSHIP	Horticulture	SAQA	R	R
LEARNERSHIP	Plumbing	SAQA 58782	R	R
LEARNERSHIP	FETC:Electrical Engineering	SAQA 72052	R	R
LEARNERSHIP	Civil Engineering	SAQA 23674	R	R
LEARNERSHIP	Diesel Mechanic Engineering	SAQA97592	R	R
LEARNERSHIP	Roadworks Maintenance	SAQA 65949	R	R
LEARNERSHIP	Bricklaying	SAQA	R	R
LEARNERSHIP	Carpentry	SAQA 94022	R	R
SKILLS PROGRAMME	SAMTRACK		R	R
SKILLS PROGRAMME	Basic Ambulance course		R	R
SKILLS PROGRAMME	Computer Literacy		R	R
SKILLS PROGRAMME	Counselling		R	R
SKILLS PROGRAMME	Grader Operator		R	R
SKILLS PROGRAMME	Life guard		R	R
SKILLS PROGRAMME	Road marking		R	R
SKILLS PROGRAMME	Report Writing		R	R
SKILLS PROGRAMME	Secretarial training		R	R
SKILLS PROGRAMME	Pest Control		R	R

### OCCUPATIONAL CERTIFICATES/TRADE TEST

Name of Learning Intervention	Qualification Name	SAQA	Unit Price Excl. VAT	Unit Price Incl. VAT
Occupational Certificates/Trade Test	Carpentry	94022	R	R
Occupational Certificates/Trade Test	Welding	94100	R	R
Occupational Certificates/Trade Test	Roadworks Maintenance		R	R
Occupational Certificates/Trade Test	Plumbing	91782	R	R
Occupational Certificates/Trade Test	Electrical Engineering	97761	R	R
Occupational Certificates/Trade Test	Civil Engineering		R	R
Occupational Certificates/Trade Test	Diesel and Mechanic Engineering	97592	R	R
Occupational Certificates/Trade Test	Millwright	97585	R	R
Occupational Certificates/Trade Test	Fire Fighter	98991	R	R
Occupational Certificates/Trade Test	Water Process Controller	102255	R	R
Occupational Certificates/Trade Test	Water Reticulation Practitioner	102581	R	R

### SURFACE MACHINE EQUIPMENT TRAINING

Name of Learning Intervention	Qualification Name	SAQA	Unit Price Excl. VAT	Unit Price Incl. VAT
Skills Programme	Operate defined purpose lift trucks	242981	R	R
Skills Programme	Operate a tip truck	262734	R	R
Skills Programme	Operate a grader	262735	R	R
Skills Programme	Operate a skid steer/Bobcat	262712	R	R
Skills Programme	Operate a tractor	262804	R	R
Skills Programme	Operate an excavator	262744	R	R

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of bidder or his or her representative:.....
  - 3.2 Identity Number:.....
  - 3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number:.....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? .....**YES / NO**
    - 3.8.1If yes, furnish particulars.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors, Trustees, managers, principle shareholders or stakeholders in service of the state? ..... **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature** **Date**

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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



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

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 12.5 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	2.5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 7.5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise regarded as EME located within the local area of jurisdiction.	2.5 points	
6.	for valid B-BBEE level 1 contribution (SANAS accredited B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership.	5 points	
<b>The City will utilize the CSD report for the above-mentioned information.</b>			

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER / SERVICE PROVIDER (PART 1) AND THE PURCHASER / MBOMBELA LOCAL MUNICIPALITY (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER / SERVICE PROVIDER AND THE PURCHASER / MBOMBELA LOCAL MUNICIPALITY WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2. ....

DATE: .....

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER / MBOMBELA LOCAL MUNICIPALITY)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....

## 2.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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:

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

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

# **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

<b>AUTHORITY TO SIGN A BID</b>
--------------------------------

## 1. COMPANIES AND CLOSE CORPORATIONS

- a. If a Bidder is a **COMPANY**, a **certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a **resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

### PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorized Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of ALL Director(s) / Member (s)</b>			
<b>Is a CERTIFIED COPY of the resolution attached?</b>	<b>YES</b>		<b>NO</b>
<b>SIGNED ON BEHALF OF COMPANY / CC:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	

## 2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, \_\_\_\_\_, the undersigned, hereby confirm

that I am the sole owner of the business trading as \_\_\_\_\_

## 3. PARTNERSHIP

We, the undersigned partners in the business trading as \_\_\_\_\_

hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

<b>CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</b>
--

**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms

\_\_\_\_\_authorized signatory of the Company/Close Corporation/Partnership (name)\_\_\_\_\_, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

<b>1. Name of firm</b> (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

<b>2. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>3. Name of firm</b>			
Address:			
		Tel. No.	
Signature		Designation	

<b>4. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.**

**SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM**

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
<b>PRICE AND COMPETENCE GOALS (80 POINTS)</b>	<b>PRICE</b>	<b>80</b>		
	<b>SUB TOTAL</b>	<b>80</b>		
<b>EQUITY PROMOTION GOALS (20 POINTS)</b>				
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20		
	<b>SUB TOTAL</b>	<b>20</b>		
	<b>TOTAL</b>	<b>100</b>		