BID NO: COM103/2026

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP, PREPARE AND FACILITATE THE ADOPTION OF A REVIEWED LAND USE SCHEME BY CITY OF MBOMBELA

CLOSING DATE: 2 DECEMBER 2026

NAME OF BIDDER: _____

CSD REG NO: MAAA_____



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ANNEXURE A
General Conditions of Contract

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA					
BID NUMBER:	COM103/2026	CLOSING DATE:	2 DECEMBER 2026	CLOSING TIME:	11:00
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP, PREPARE AND FACILITATE THE ADOPTION OF A REVIEWED LAND USE SCHEME BY CITY OF MBOMBELA**				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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.

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	**TECHNICAL INFORMATION MAY BE DIRECTED TO:**
Financial Management Services Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email Address: christopher.nkambule@mbombela.gov.za	City Planning and Development Land Use Management Maarten Coetzee Telephone Number: 013 759 9173 Email Address: maarten.coetzee@mbombela.gov.za

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE SUBMITTED TO THE CITY OF MBOMBELA AS PER THE INSTRUCTIONS ON THE TENDER INVITATION. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……..

BID NO: 103/2026
CLOSING DATE: 2 DECEMBER 2026 AT 11:00

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP, PREPARE AND FACILITATE THE ADOPTION OF A REVIEWED LAND USE SCHEME BY CITY OF MBOMBELA

Bids are hereby invited from capable services providers for town planning work for the review and facilitation of the adoption of the reviewed wall-to-wall Land Use Scheme by City of Mbombela. The intention of the project is to review the adopted municipal Land Use Scheme in terms of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013).

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 18 November 2026 on the City's website: www.mbombela.gov.za on the tenders and notices' folder and e-Tenders: 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 AFFIDAVID FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RES FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED WITH UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY FOR BOTH THE BUSINESS DIRECTORS AND COMPANY, 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 NUMBER, FULL DESCRIPTION AND CLOSING DATE" 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.

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

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

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.

Supply Chain Management	:	Christopher Nkambule (013) 759 2358
Project Manager	:	Maarten Coetzee (013) 759 9173
Employer	:	City Manager: Mr W. 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).

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, in the tenders and notices folder and e-Tenders: www.etenders.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, 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 three months. 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 regarded as a FORM OF OFFER and if the forms is not completed in full and signed by the authorised signatory, the submission will be regarded as non-responsive.

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.

4.1. Compulsory documentation to be submitted

The following compulsory documents must be attached to ensure that the bid is considered:

- A valid Tax Compliance Status (TCS) Pin.
- Proof of company registration.
- Certified copies of the Business Director(s)' identity documents.
- A full Central Supplier Database (CSD) registration report not older than 30 days from the closing date. Summary reports will not be accepted.

4.2. Municipal rates and taxes requirements (Bidding Entity)

- The bidder must submit a valid and current municipal rates and taxes statement for the business premises issued by the relevant local authority.
- Where the business operates in an area under the jurisdiction of a recognised traditional authority, the bidder may submit proof of residence issued by the relevant tribal authority.
- Where the business premises are leased, the bidder must submit a valid lease agreement together with the lessor's current municipal rates and taxes statement for the leased premises.
- The physical business address reflected on the Central Supplier Database (CSD) must correspond with the address reflected on the company's registration documents.
- The Municipality reserves the right to verify the municipal rates and taxes information against the details reflected on the CSD and the company's registration documents.
- It remains the responsibility of the bidder to ensure that the company's municipal rates and taxes account is fully paid and not in arrears.

4.3. Director(s) Municipal Compliance

- The bidder must submit valid and current municipal rates and taxes statements for each active director, including directors of consortium or joint venture partners, for the residential addresses reflected on the company's CIPC registration documents.
- Where a director resides in an area under the jurisdiction of a recognised traditional authority, proof of residence issued by the relevant tribal authority may be submitted.
- Where a director occupies leased residential premises, the bidder must submit a valid lease agreement together with the lessor's current municipal rates and taxes statement for the leased property.
- The residential address reflected on the municipal rates and taxes statement, proof of residence, or lease agreement must correspond with the residential address of the respective director as recorded on the company's CIPC registration documents.

- The Municipality reserves the right to verify the municipal rates and taxes compliance of each director using the director's identity number and the residential address reflected on the CIPC registration documents.
- It remains the responsibility of the bidder to ensure that the municipal rates and taxes obligations of all active directors, consortium or joint venture partners, and, where applicable, the lessor, are fully settled and not in arrears.

4.4. General note

- For all key personnel whose CV is submitted, certified copies of qualifications and certified copies of identity documents must be submitted with the bid (if applicable).
- Certified copies must not be older than three (3) months to be considered valid.
- Copies of certified copies will not be accepted; only certified copies of original documents shall be recognised.
- Failure to comply with the above requirements will result in immediate disqualification.

5. COMPULSORY BRIEFING SESSION

No compulsory tender briefing session. Technical enquiries may be directed to the Project Manager (details are on page 5 of the tender document).

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. 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 to Bidders 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.

9. PERIOD OF VALIDITY OF TENDERS

The period of validity of tenders shall be **120** days as stated in the tender form and be calculated from the closing date for submission of tenders.

10. BID PRICE

All prices must include disbursement and VAT where applicable.
All prices must be stated in South African currency (ZAR) and will be regarded firm.

11. CESSION OF ASSIGNMENT

Neither the Council nor the bidder shall cede or assign a contract for the required rendering of services or any part thereof or any benefit or interest therein or there under to third parties without having obtained written permission from the Council.

12. DELIVERABLES AND PENALTIES

All deliverables must be in accordance with the terms of reference.

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	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 b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984 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.	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	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"	Has the bidder attached a company profile and its experience is relevant to add value on this project?	N/A

3.	Certification of documents to be submitted together with the tender document. I.e. ID Copies of business owners, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates, etc.	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. b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or notary public (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. *c) Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:* CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS. Designation (rank) ……ex officio: RSA Date: …… Place …… Business Address: …… …… Commissioner of Oaths …… Signature Full Names NB: All certified copies must NOT exceed three months and be originally certified.	Has the bidder certified all documents to be certified as per special conditions of bid? Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.	YES

4.	Central Supplier Database (CSD) Full report, (Summary report will **NOT** be acceptable). **N/B CSD Report date should not be more than 30 days before Bid closing date.**	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.	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 is not older than 30 days from the closing date?	YES
5.	Tax Compliant Status (TCS)	a) Prospective bidders are required to attach a valid TCS together with the tender document.	Has the bidder attached a valid (not expired) TCS? 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	YES

			their outstanding tax obligations. The proof of tax compliance status submitted by the bidder 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 **(See MFMA Circular No: 90).**	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor (**to claim points only).**	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. b) Bidders other than EMEs and QSEs **MUST** 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. 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	Is the copy B-BBEE Certificate valid? Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid? 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	YES

		every separate bid. NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium & large companies that are making an annual turnover in access of R50 million including value added tax (VAT). *This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.*	Regulations? Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act? 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.	Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors OR Proof of resident from tribal authority for the business and all business directors OR Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority. NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.	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. 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. 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. NB: *Domicilium citandi at executandi*: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices	Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners? 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? Is the account not in areas for more than 90 days (3 months)?	YES

		may be sent. 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. The rationale behind this requirement is the enhance revenue 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.	**<u>Forging of documents/certificates</u>** 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	Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: *"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, **forgery** 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".* Section 34(2) of the same Act stipulates that: *"subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence".*	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? NB: The minutes of the	YES

	12 of 2004. 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 (**see section 28 of this Act**).		BEC / BAC should detail all the elements of alleged fraud and forged documents.	
11.	Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.	a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.	If applicable, is the bidder compliant with the minimum cover stipulated in the bid document? Is the public liability insurance from a registered financial institution?	N/A
12.	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: - It compiles its financial statement internally and its public interest score is less than 100. - It has its financial statements compiled independently and its public interest score is between 100 and 349. - the public interest score is 350 points or more, is required for an audit to be conducted.	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
13.	Recent annual financial statement (AFS) for three consecutive years (unaudited AFS).	a) Applicable to private companies with a public interest score of less than 100. b) If, with respect to a particular company, every	Has the bidders furnished MBD 5 as mandatory?	N/A

	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.	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 bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	
14.	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 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. NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.	Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE? Has the bidders been scored in line with the evaluation criteria set on the tender document? All portfolio of evidence attached and certified as stated on the bid document?	YES
15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	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.	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?	N/A

SCOPE OF SERVICES, PRICING SCHEDULE AND EVALUATION CRITERIA

1. SCOPE OF SERVICES

1.1 Employer's objectives

This tender is for:

A Service Provider performing Town Planning work to develop, prepare and facilitate the adoption of a reviewed Land Use Scheme by City of Mbombela.

1.2 Description of the Services

1.2.1 Project description

The project entails town planning work for the review and facilitation of the adoption of the reviewed wall-to-wall Land Use Scheme by City of Mbombela. The intention of the project is to review the adopted municipal Land Use Scheme in terms of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013).

1.2.2 Project outcomes

The reviewed Land Use Scheme must include at least the following:

(i) Scheme Regulations
(ii) Scheme Maps
(iii) Land Use, Management and overlay Zones
(iv) Scheme Controls
(v) Design and Layout Requirements
(vi) General Administrative powers of the LUS
(vii) Legal effect of LUS

1.2.3 Scope of Project

The scope of the project entails tasks highlighted herein and the details of each task are herein summarised. The statutory process of the project is limited to the review of the existing adopted Land Use Scheme of City of Mbombela and submission of the approved reviewed Land Use Scheme to the Premier of Mpumalanga Province in terms of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013). The reviewed Land Use Scheme must be approved, adopted and promulgated by City of Mbombela.

The Tasked Based Deliverables involves the scope of work for the Professional Registered **Town Planner**, which among others include at least the following:

TASK 1: PROJECT INCEPTION AND SCOPING REPORT

- Attend project inception/briefing meeting with the client.
- Establish the Project Steering Committee (PSC) and prepare Terms of Reference for the PSC in accordance with the municipal by-law.
- Identify all relevant stakeholders, including affected traditional councils and organs of state.
- Review the existing Land Use Scheme and identify preliminary shortcomings and areas requiring review.
- Investigate the status and availability of existing cadastral information for the municipal area and determine a strategy for obtaining updated cadastral data.
- Identify shortcomings in the existing land use scheme.
- Determine the extent and scope of the Land Use Scheme review, considering legislative changes, new developments and land uses not adequately covered by the current scheme.
- Identify alignment requirements with the Municipal Spatial Development Framework (SDF), SPLUMA, municipal by-laws and other relevant legislation.
- Develop a Draft Land Use Scheme Framework in accordance with Chapter 5 of SPLUMA, including the proposed content structure and land use classification system.
- Prepare a Public Participation Strategy for the review process in line with municipal policy, including the participation of traditional leaders and key stakeholders.
- Prepare and submit the Scoping Report to the Department.
- Present the Scoping Report to the Project Steering Committee.
- Revise the report based on comments received and submit the Final Scoping Report.
- Attend meetings as and when required.

TASK 2: DATA COLLECTION AND RESEARCH ANALYSIS

- Address shortcomings identified in the existing land use scheme and collect additional data where required.
- Collect updated cadastral information for the entire municipal area.
- Update the detailed land use database for all properties (farms, farm portions and erven) within the municipal jurisdiction and land use surveys of growth in Traditional Authority/Informal Settlement area (approximately 35 000 units)
- Collect information relating to issues identified during the scoping phase and any additional information available from the municipality and relevant stakeholders.
- Identify and map all legal land uses permitted in terms of the existing town planning/land use scheme and rights granted in terms of previous or current legislation.
- Identify and map all illegal land uses within the municipal area.
- Identify and map all properties affected by environmental and development constraints, including but not limited to:
    - Protected areas
    - Wetlands
    - Rivers and dams
    - Heritage resources
    - Dolomitic areas
    - Other environmental restrictions
- Analyse existing land use patterns and development trends.
- Prepare a strategy to address illegal land uses through the reviewed land use scheme.
- Prepare and submit a Detailed Data Collection and Research Analysis Report to the Department.
- Present the findings and report to the Project Steering Committee.
- Revise the report based on comments received from the Department and Project Steering Committee.
- Submit the Final Data Collection and Research Analysis Report.
- Attend meetings as and when required.

TASK 3: LAND USE SCHEME FORMULATION

- Prepare the draft reviewed Land Use Scheme based on the approved Scoping Report and findings of the Data Collection and Research Analysis Report.
- Prepare all required scheme maps, zoning maps, overlays and supporting spatial information.
- Adhere to approved Land Use Scheme Framework developed during Phase 1.
- Ensure alignment with:
    - SPLUMA;
    - Municipal Spatial Development Framework (SDF);
    - Municipal By-law;
    - Applicable sector plans and legislation.
- Submit the Draft Reviewed Land Use Scheme to the Department.
- Present the Draft Reviewed Land Use Scheme to the Project Steering Committee.
- Implement public participation processes in accordance with the approved Public Participation Strategy.
- Conduct stakeholder engagement sessions, including engagement with traditional councils where applicable.
- Record and analyse comments, objections and representations received.
- Revise the Draft Land Use Scheme based on inputs received from the Department, PSC and stakeholders.
- Submit the Revised Draft Land Use Scheme to the Department.
- Present the Revised Draft Land Use Scheme to the Project Steering Committee.
- Finalise the Land Use Scheme for adoption processes.
- Attend meetings as and when required.

TASK 4: LAND USE SCHEME ADOPTION AND APPROVAL

- Implement final stakeholder consultation processes to support adoption of the Land Use Scheme.
- Engage traditional councils and obtain support where applicable.
- Prepare all supporting documentation required for submission to Municipal Council.
- Prepare council reports and supporting motivation documents.
- Assist the municipality during the adoption and approval process.
- Facilitate presentations to Council and relevant Council Committees where required.
- Address any comments or resolutions arising from Council deliberations.
- Prepare documentation required for submission of the approved scheme to the Premier.
- Assist the municipality with any additional statutory approval requirements
- Attend meetings as and when required.

TASK 5: LAND USE SCHEME IMPLEMENTATION AND PROJECT CLOSURE

- Prepare the Land Use Scheme Proclamation Notice on behalf of the municipality.
- Facilitate publication of the approved Land Use Scheme in the Provincial Gazette.
- Obtain and submit proof of proclamation to the Department.
- Prepare a Land Use Scheme Implementation Plan.
- Identify institutional, administrative and technical requirements for implementation.
- Develop recommendations for:
    - Scheme administration;
    - Monitoring and enforcement;
    - Capacity building;
    - Future updates and maintenance.
- Submit the Implementation Plan to the Department.
- Present the Implementation Plan to the Project Steering Committee.
- Prepare a Project Closure Report which include:
    - Lessons learnt;
    - Challenges encountered;

- Variations to the project;
- Corrective measures and remedies implemented.

- Present the Project Closure Report to the Project Steering Committee.
- Submit final project close-out documentation to the Department.
- Attend meetings as and when required.

1.2.4 Location of the Project

The affected project area is the City of Mbombela within the Ehlanzeni District Municipality.

1.2.5 Project Programme

DETAILS OF MILESTONES	PROJECT DELIVERY (MONTHS)	Mile-Stone %
PHASE 1: PROJECT INCEPTION AND SCOPING REPORT		
• Attend project inception/briefing meeting with the client. • Establish the Project Steering Committee (PSC) and prepare Terms of Reference for the PSC in accordance with the municipal by-law. • Identify all relevant stakeholders, including affected traditional councils and organs of state. • Review the existing Land Use Scheme and identify preliminary shortcomings and areas requiring review. • Investigate the status and availability of existing cadastral information for the municipal area and determine a strategy for obtaining updated cadastral data. • Identify shortcomings in the existing land use scheme. • Determine the extent and scope of the Land Use Scheme review, considering legislative changes, new developments and land uses not adequately covered by the current scheme. • Identify alignment requirements with the Municipal Spatial Development Framework (SDF), SPLUMA, municipal by-laws and other relevant legislation. • Develop a Draft Land Use Scheme Framework in accordance with Chapter 5 of SPLUMA, including the proposed content structure and land use classification system. • Prepare a Public Participation Strategy for the review process in line with municipal policy, including the participation of traditional leaders and key stakeholders. • Prepare and submit the Scoping Report to the Department. • Present the Scoping Report to the Project Steering Committee. • Revise the report based on comments received and submit the Final Scoping Report. • Attend meetings as and when required.	2 months	15%

DETAILS OF MILESTONES	PROJECT DELIVERY (MONTHS)	Mile-Stone %
PHASE 2: DATA COLLECTION AND RESEARCH ANALYSIS		
• Address shortcomings identified in the existing land use scheme and collect additional data where required. • Collect updated cadastral information for the entire municipal area, including updating of mapping and land use surveys of growth in Traditional Authority/Informal Settlement area (approximately 35 000 units) • Update the detailed land use database for all properties (farms, farm portions and erven) within the municipal jurisdiction. • Collect information relating to issues identified during the scoping phase and any additional information available from the municipality and relevant stakeholders. • Identify and map all legal land uses permitted in terms of the existing town planning/land use scheme and rights granted in terms of previous or current legislation. • Identify and map all illegal land uses within the municipal area. • Identify and map all properties affected by environmental and development constraints, including but not limited to: o Protected areas o Wetlands o Rivers and dams o Heritage resources o Dolomitic areas o Mining Permits o Heritage places o Other environmental restrictions • Analyse existing land use patterns and development trends. • Prepare a strategy to address illegal land uses through the reviewed land use scheme. • Prepare and submit a Detailed Data Collection and Research Analysis Report to the Department. • Present the findings and report to the Project Steering Committee. • Revise the report based on comments received from the Department and Project Steering Committee. • Submit the Final Data Collection and Research Analysis Report. • Attend meetings as and when required.	4 months	30%

DETAILS OF MILESTONES	PROJECT DELIVERY (MONTHS)	Mile-Stone %
PHASE 3: LAND USE SCHEME FORMULATION		
• Prepare the draft reviewed Land Use Scheme based on the approved Scoping Report and findings of the Data Collection and Research Analysis Report. • Prepare all required scheme maps, zoning maps, overlays and supporting spatial information. • Adhere to approved Land Use Scheme Framework developed during Phase 1. • Ensure alignment with: o SPLUMA; o Municipal Spatial Development Framework (SDF); o Municipal By-law; o Applicable sector plans and legislation. • Submit the Draft Reviewed Land Use Scheme to the Department. • Present the Draft Reviewed Land Use Scheme to the Project Steering Committee. • Prepare council reports and supporting motivation documents for council approval for publication of the draft Land Use Scheme and present the Draft Reviewed Land Use Scheme at Councillor Workshop • Implement public participation processes in accordance with the approved Public Participation Strategy. • Conduct stakeholder engagement sessions, including engagement with traditional councils. • Record and analyse comments, objections and representations received. • Revise the Draft Land Use Scheme based on inputs received from the Department, PSC and stakeholders. • Submit the Revised Draft Land Use Scheme to the Department. • Present the Revised Draft Land Use Scheme to the Project Steering Committee. • Finalise the Land Use Scheme for adoption processes. • Attend meetings as and when required.	6 months	30%

DETAILS OF MILESTONES	PROJECT DELIVERY (MONTHS)	Mile-Stone %
PHASE 4: LAND USE SCHEME ADOPTION AND APPROVAL		
• Implement final stakeholder consultation processes to support adoption of the Land Use Scheme. • Engage traditional councils and obtain support where applicable. • Prepare all supporting documentation required for submission to Municipal Council. • Prepare council reports and supporting motivation documents. • Assist the municipality during the adoption and approval process. • Facilitate presentations to Council and relevant Council Committees where required. • Address any comments or resolutions arising from Council deliberations. • Prepare documentation required for submission of the approved scheme to the Premier. • Assist the municipality with any additional statutory approval requirements • Attend meetings as and when required.	2 months	10%
PHASE 5: LAND USE SCHEME IMPLEMENTATION AND PROJECT CLOSURE		
• Prepare the Land Use Scheme Proclamation Notice on behalf of the municipality. • Facilitate publication of the approved Land Use Scheme in the Provincial Gazette. • Obtain and submit proof of proclamation to the Department. • Prepare a Land Use Scheme Implementation Plan. • Identify institutional, administrative and technical requirements for implementation. • Develop recommendations for: o Scheme administration; o Monitoring and enforcement; o Capacity building; o Future updates and maintenance. • Submit the Implementation Plan to the Department. • Present the Implementation Plan to the Project Steering Committee. • Prepare a Project Closure Report which include: o Lessons learnt; o Challenges encountered; o Variations to the project; o Corrective measures and remedies implemented. • Present the Project Closure Report to the Project Steering Committee. • Submit final project close-out documentation to the Department. • Attend meetings as and when required.	4 months	15%
TOTAL	**18 months**	**100%**

The work is to be delivered by the Service Provider in line with the above time periods. Any deviation to the above period to be agreed with and must be approved by the Departmental Project Manager. Moreover, the contract is considered as terminated upon the delivery of the project objective regardless of its validity period. With the above milestones in mind, a Project Programme must be submitted in the format and within a period of two (2) weeks following the briefing meeting after confirmation of appointment and signing of contract.

The Project Programme shall depict the work procedure proposed, to obtain the required deliverables. It must, *inter alia*, include:

a) Cost per key milestone events/activities and/or deliverables;
b) Time frames of key milestone events or activities for completion of services;
c) Responsibilities, and facilities/resources per activities

1.2.6 Information available from Employer

The information available from the Employer includes:

- General information in relation to background on the implementation of SPLUMA
- Contact details of relevant officials in the affected municipality.

Note 1: The information could only be made available to the successful service provider.

1.2.7 Reporting Requirements and Approval Procedure

As identified in 1.2.3 extent of the Services and the to-be-submitted Project Programme.

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the Services in every 25th day of the month.

1.3 Extent of the Services

The specific town planning services required on this Project and referred to in 1.2.3. The Employer reserves the right to increase/decrease the services highlighted herein.

1.3.1 Deliverables

1.3.1.1 PHASE 1: PROJECT INCEPTION AND SCOPING REPORT

- ✓ Scoping report incorporating activity requirements in Phase 1

1.3.1.2 PHASE 2: DATA COLLECTION AND RESEARCH ANALYSIS

- ✓ Final land use (data collection and research) verification report

1.3.1.3 PHASE 3: LAND USE SCHEME FORMULATION

- ✓ Draft reviewed land use scheme
- ✓ Report on public participation

1.3.1.4 PHASE 4: LAND USE SCHEME ADOPTION AND APPROVAL

- ✓ Final reviewed land use scheme
- ✓ Proof of engagement with Traditional Councils and written support of scheme from affected traditional councils, where possible.
- ✓ Proof of item prepared for Council resolution approving the scheme.

1.3.1.5 PHASE 5: LAND USE SCHEME IMPLEMENTATION AND PROJECT CLOSURE

- ✓ Proof of notice prepared for proclamation in the Provincial Gazette.
- ✓ Implementation plan
- ✓ Project closure report.

1.4 Use of reasonable skill and care

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia,* the following:

Although the Service Provider's documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by others. In the event of mal-performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

Occupational Health and Safety Act, 1993 (Act 85 of 1993)
The Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision in terms of the said Act, whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the Act.

Others may include, but are not limited to, Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

1.5 Brief

1.5.1 Targeted dates and times

The Service Provider will be expected throughout to give preference to the execution of the work involved in this commission.

All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 4.4 of the Special Conditions of Contract (and/or Project programme according to the same clause, if applicable).

1.5.2 Final disposal of documents

Upon approval and finalisation of the final account of projects requiring a security clearance, it is a requirement that the Service Provider to forward to the Employer all documents relating to this service. The same may be requested on any other project of the Employer.

1.6 Applicable legislation and standards

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and services under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State/Local Authority, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.

Should any applicable legislation allow discretion in respect of compliance by the State/Local Authority, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the departmental project manager.

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the services to be affected by the Services shall be in accordance with all relevant legislation.

1.7 Access to land/buildings/sites

Access to the land/buildings/sites shall be negotiated in consultation with the departmental project manager and with the pre-agreement with owner of such land/buildings/sites.

1.8 Software application for programming

The Service Provider must state the software to be used in the Project documentation to ensure compatibility with other Service Providers as well as the Employer.

1.9 Security clearance

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the Service Provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

FINGER PRINTS
Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since non-certification will result in the form being unacceptable.

1.10 Format

1.10.1 It is envisioned that the reviewed LUS will take the form of an A4 size printable booklet. All project deliverables are to be submitted to City Planning and Development Department in reproducible electronic formats (Microsoft Office and .PDF), paper copies and GIS formats. The project deliverables, in all prescribed formats will become and remain the property of City of Mbombela.

1.10.2 All spatial data shall be clipped using the municipal boundary as per the latest Municipal Demarcation Board (MDB) datasets obtainable from the MDB website or on request unless there is a special need.

1.10.3 The spatial data formats-vector shall be in shapefile or geo-database formats and in WGS 84-Geographic (EPSG 4326) or LO31 (EPSG 2054) projections.

1.10.4 Raster/Imagery formats shall be in TIFF or JPEG formats in the same projections as described in 1.10.3 above.

1.10.5 All spatial information collected should be submitted in ArcGIS format (shapefiles or in geo-database format) for use in a GIS. The shapefiles must have clear attribute information that differentiates the LUS components, construct and its purpose. Metadata for all spatial information should be provided as per the metadata standard ISO 19115 & SANS 1878. Ownership of all metadata and spatial information generated and collected from this assignment vest in the Municipality.

1.10.6 Land Use Zones shall be assigned specific/unique symbology in colour.

1.10.7 A portable data storage drive with all spatial data used in the processing accompanied by the following:

- Metadata for each layer
- Data dictionary for all fields in the tables in MS word or Excel formats
- Data catalogue document in MS word or Excel formats
- Map package catalogue in MS word or Excel formats

1.10.8 Printable maps shall be provided in PDF formats A3 paper size.

2 Activity and Price Schedule

2.1 Activities

The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services hereof.

2.2 Activity Schedule for Task Based Fees

ACTIVITY SCHEDULE FOR TASK BASED FEES
(The completion of all columns is compulsory)

Tenderer's Rates for Task Based Fees on Town Planning work regarding a Land Use Scheme						
(a) Tasks	(b) **Tenderer's rates for rendering a Land Use Scheme services per task**	x	(c) Number of tasks		(b)x(c) **Financial Offer by Tenderer for Task Based Fees**	
Task 1: **Project inception and scoping report.**	**R**	**x**	**1**	=	R	(1)
Task 2: **Data collection and research analysis**	**R**	**x**	**1**	=	R	(2)
Task 3: **Land Use Scheme Formulation**	**R**	**x**	**1**	=	R	(3)
Task 4 **Land Use Scheme Adoption and Approval**	**R**	x	**1**	=		(4)
Task 5 **Land Use Scheme Implementation and Project Closure**	**R**	x	**1**	=		(5)
	R	x	**1**	=		(6)
Disbursements and Project Management				=	R	(7)
Sub-total (1+2+3+4+5+6+7)				=	**R**	(8)
Add VAT @ 15% (8) x 15%)				=	**R**	(9)
TOTAL FINANCIAL OFFER (8+9)				=	**R**	(10)

NOTE: Any Additional Services, not provided for in the Activity Schedule above, which become necessary/required in terms of the Scope of Services at any stage of the Service after constitution of the tender contract, requiring further sub-contracting, will be the subject of prior negotiation with, and approval by, the department project manager through necessary departmental processes who will instruct the Service Provider on the procedure for such negotiation and the approvals required in the process. **Any additional services, procured on sub-contracting basis, without the involvement of the departmental project manager, will not be reimbursed.**

3 EVALUATION CRITERIA

Proposals will be evaluated in two stages. On the first stage, bids will be evaluated on functionality and on the second stage will be evaluated in accordance with 80/20 preference points system as stipulated below. The following Quality (functionality) criteria set out in the table below will be used in the evaluating of the tenders regarded as being responsive.

3.1. The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and points.

3.2. The minimum requirements as highlighted in the below table is an indication of the benchmark required to qualify for the second stage (presentation) of the evaluation.

3.3. The bids that fail to achieve a minimum of 70 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated further.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
1. Capability: Firm' s experience, track record and competency	**Team Leader** - The team leader must be registered as a Professional Planner with at least 5 years post registration experience in managing and coordinating spatial planning and land use management projects. - Attach CV of team leader clearly indicating a detailed profile of the previous work experience and contactable references (list names and contact details – cell phone/ telephone numbers and e-mail addresses). - Team leader will be evaluated on the years of post-registration experience as follows: **Scoring Criteria** **Points** • 5 up to 6 years……..……..… 5 • More than 6 up to 8 years……..… 10 • More than 8 up to 10 years…… 15 • More than 10 years up to 12 years…..…….….. 20 • More than 12 years……..….. 25	25	**100**
	Technical Team - Bidders must provide adequate technical capacity for the execution of the project. - Must attach copies of qualifications and CVs of all individuals forming the technical team clearly indicating detailed profiles of each individual's previous work experience and contactable references (list names and contact details, i.e. cellphone/ telephone numbers, and e-mail addresses). - Adequate planning capacity to be allocated for executing this project. The bidder may allocate more resources, and higher staffing levels will be awarded higher points. - The Bidder must provide adequate GIS capacity to support the execution of the project. - The technical team to be utilised in the execution of the project will be evaluated as follows:		

	(1) Additional Planners - Only planners who are registered as Professional Planners, in good standing, and who have at least two (2) years' post-registration experience will be considered for scoring and evaluation purposes. - A valid SACPLAN registration certificate must be submitted. The Department reserves the right to verify registration details with SACPLAN. **Scoring Criteria** **Points** • 1 Town Planner……..…….... 7 • 2 Town Planners…….….. 14 • 3 Town Planners……... 21 • 4 Town Planners……... 28 • 5 or more Town Planners…….…..... 35	35	
	(2) GIS Practitioners - Only Professional GIS Practitioners who are registered at SAGC, with post registration experience will be considered for scoring and evaluation purposes. - A valid SAGC registration certificate must be submitted. The Department reserves the right to verify registration details with SAGC - GIS Practitioners will be evaluated on the years of post-registration experience as follows: **Scoring Criteria** **Points** • 1 Specialist *(with 0 or more years' experience)*…..……...…. 5 • 2 Specialists (*with ≤10 combined years' experience)*……...….. 10 • 2 Specialists *(with >10 combined years' experience)*…….. 15	15	
	Firm's Track Record - Bidder must demonstrate sufficient relevant experience and track record in executing similar projects. - A minimum of two previously successfully completed projects in development/review of land use schemes shall be regarded as sufficient relevant experience.	25	

	- Bidder must provide sufficient proof of previously completed land use scheme compilation/review projects in the form of (1) signed appointment letter, and (2) signed reference/completion letter, For each project **Scoring Criteria** **Points** • 2 or less successfully completed projects……..... 5 • 3 Successfully completed projects……..….. 10 • 4 Successfully completed projects…… 15 • 5 Successfully completed projects……..… 20 • 6 or more successfully completed projects……..…... 25		

3.4. The bids that fail to achieve a minimum of 70 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on second stage (presentation) and third stage (Preference Points System).

3.5. Only bids that achieve the minimum qualifying score of 70 points out of 100 points for functionality will be evaluated in the second stage (80/20 Preference Points System).

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder…… Bid number: COM103/2026

Closing Time 11:00 on 2 DECEMBER 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-		Required by	……..
-		At:	……..
			……..
-		Brand and model	……..
-		Country of origin	……..
-		Does the offer comply with specification?	***YES/NO**
-		If not to specification, indicate deviation(s)	……..
-		Period required for delivery	…….. *Delivery: Firm/not firm
-		Delivery basis (all delivery costs must be included in the bid price)	……..

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Procurement Related Enquiries:
Christopher Nkambule
Supply Chain Management
Tel No: 013 759 2358
Email address:
christopher.nkambule@mbombela.gov.za

Technical Enquiries:
Maarten Coetzee
Office of the Speaker
Tel No: 013 759 173
Email address:
maarten.coetzee@mbombela.gov.za

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
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[2]):…

3.4 Company Registration Number: ……

3.5Tax Reference Number:……

3.6VAT 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**

3.8.1Ifyes, furnish particulars…..……

……...

[1]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.

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

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

3.9.1Ifyes, 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**

3.10.1Ifyes, 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**

3.11.1Ifyes, furnish particulars

……

……

3.12Are 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**

3.13.1Ifyes, 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**

MBD 6.1

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

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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
Total points for Price and SPECIFIC GOALS	**100**

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

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.

	…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME:	……
DATE:	……
ADDRESS:	……
	……
	……
	……

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 / CITY OF MBOMBELA (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER / SERVICE PROVIDER AND THE PURCHASER / CITY OF MBOMBELA 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 2022;
   - 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: ……...

MBD 7.1

(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 /CITY OF MBOMBELA)

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? **(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
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)? **(To access this Register enter the National Treasury's website, www.treasury.gov.za, 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).**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a) take all reasonable steps to prevent such abuse;

b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

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

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

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

……	…….
Signature	Date
……	…….
Position	Name of Bidder

AUTHORITY TO SIGN A BID

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

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorized Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)

Is a CERTIFIED COPY of the resolution attached?	**YES**		**NO**	

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

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:	

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

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.

1. Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

2. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. Name of firm			
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
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	SPECIFIC GOALS	20		
	SUB TOTAL	20		
	TOTAL	100		