

“ The City of Heritage ”



BID NO.21/2021/2022

Call for Proposal for Development of Integrated Development Plan.

Name of bidder	
Telephone/Cellphone No.:	
Email Address:	
Address:	
Tender sum in rands:	
Tender sum in words:	

INVITATION TO BID

**UMASIPALA
WASOLUNDI**

Private Bag 17
Ulundi
3838

“ The City of Heritage ”



ULUNDI MUNICIPALITY

Tel: 035 874 5100
Fax: 035 874 5206

**ULUNDI LOCAL MUNICIPALITY
BID NOTICE AND INVITATION AWARD**

Bids are hereby invited from suitable service providers of the following Ulundi Municipality projects:

Project No	Project Description	Point system	Closing Date
Bid No:21/2020/2021	Call for Proposal for Development of Ulundi Integrated Development Plan	80/20	14/10/2021

Preference will be given to the local and previously disadvantaged services providers. Only service providers registered in the Ulundi Municipality suppliers' database and hold a CSD summary report will be considered.

Bid documents may be obtained at the Ulundi Municipality's website on www.ulundi.gov.za. Bid documents must be submitted in a sealed envelope clearly marked with the bid number, closing date and, dropped off in the tender box at SCMU, Ulundi Municipality, Corner of Princess Magogo and King Zwelithini Street, Ulundi, 3838 by no later than **12h00 of the above stated closing date**. The bid box is generally open from 7h30 to 16h30 Monday to Thursday and 07h30 to 15h15 Friday. All quotes must be submitted on the official forms – (Not to be retyped). This bid is subject to the general conditions of contract (GCC) and any other special conditions of contract..

THE FOLLOWING ARE MANDATORY: CSD summary report, valid tax clearance or SARS login pin, a certified copy of the most recent municipal account in which the business is registered, copies of ID of members of the entity, B-BBEE Certificate and Certified copy of CIPRO e.g. CK certificates. Bidders are requested to sign where necessary and initial each page on the Bid Documents.

This proposal will be evaluated in terms of the 80/20 Preferential Procurement Point system where 80 points are for functionality and price, and 20 points are for BBEE according to the said legislation. Late tenders will not be accepted and the Ulundi Municipality reserved the right not to make an award. Failure to comply with the above conditions will invalidate your offer.

Pre- qualification conditions for tenderer (PFFFA) Act 2000 and SCM regulation 17: Exempted Micro Enterprises (EME) or qualifying Small Enterprise (QSE) which is at least 51% owned by black people who are women and 51% owned by black people living in rural or underdeveloped areas or townships.

Kindly note that the successful bidder will be subjected to a screening process prior to the bid being awarded, should it be discovered that a successful bidder provided misleading information he/she will be disqualified with immediate effect.

NB: Please provide an itemized breakdown (on a separated sheet) of the total “tender sum” shown on the bid document.

Technical enquiries: N.H.L. Buthelezi (035 874 5227)
SCM related enquires: B.G. Hadebe (035 874 5120)

**Mr. N.G. Zulu
MUNICIPAL MANAGER**

BID SPECIFICATION

2022-2027 ULUNDI IDP DEVELOPMENT

Purpose

The aim of the project is to develop the Integrated Development Plan of Ulundi Municipality for 2022-2027.

Background

- Section 152, 153 and 156 of The Constitution of the Republic of South Africa gives objects that each Municipality must strive to achieve and also mandates Municipalities to undertake developmental duties.
- The Municipal Systems Act, Act 32 of 2000, requires Municipalities to prepare and adopt Integrated Development Plans and further provides guidance on how IDP's should be developed.
- Municipal Structures Act also provides for Municipal Council's to adopt Integrated Development Plans for their area of jurisdiction.
- The Spatial Land Use Management Act required Municipalities to compile, approve and review Integrated Development Plans. SPLUMA also requires alignment of the Spatial Development Framework with the IDP.
- Section 21(2) of the Municipal Finance Management Act requires Municipalities to prepare Integrated Development Plans, taking into account realistic revenue and expenditure projections.

Project Objectives

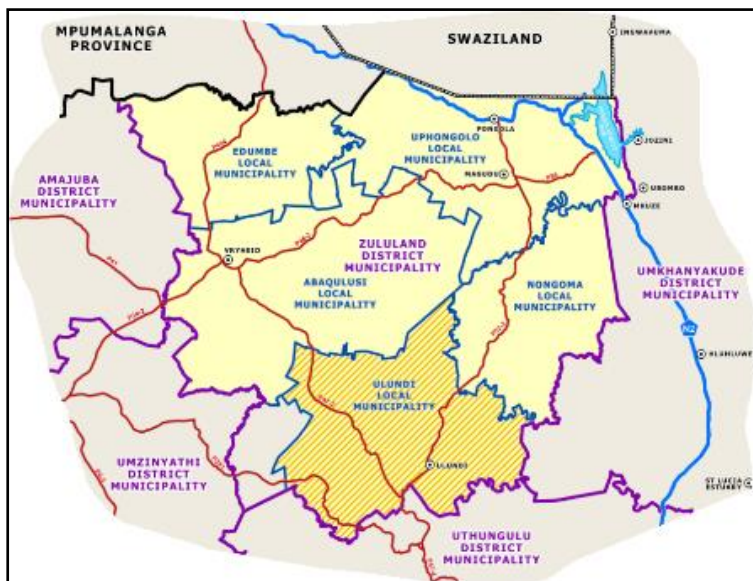
The main purpose of this project is to ensure sustainable integrated development planning through development of a credible, legally compliant IDP that prioritises the following:

- Consideration of all legislative requirements in the IDP review process.
- Consideration of National, Provincial and District strategic documents including the IDP Guidelines, Provincial IDP Assessment Criteria, Credible IDP criteria in IDP preparation process.
- Formulation of Council objectives that are aligned with the following National, Provincial and District strategies:
 - National Development Plan
 - National Key Performance Areas
 - National and Provincial Priorities
 - Provincial and Development Strategy
 - District Growth and development strategy

- Alignment of the IDP with Municipal Budget, District IDP and IDP's of neighbouring Municipalities as well as ensuring an Implementation Plan of the IDP projects and programmes which includes a Capital Investment Framework and Performance Management System.
- At all cost, avoid community conflict through proper and efficient consultation processes and involvement of Local Authority structures.
- Identification of critical issues and suggestion of relevant strategies/solutions.

Location: District Context

- The Ulundi Local Municipality is located on the southern boundary of the Zululand District Municipality in north-eastern KwaZulu-Natal. The Ulundi municipal area is approximately 3,250 km² in extent and includes the towns and settlements of Ulundi, Nqulwane, Mahlabathini, Babanango, Mpungamhlophe and Ceza as well as the Traditional Authorities of Buthelezi(KwaPhindangene & KwaNondayana), Buthelezi (Empithimpithini) Mbatha, Mpungose, Ndebele, Ntombela, Ximba, Zungu, Zulu (KwaNsimbi).
- Ulundi Municipality is one of the five local municipalities that constitute the area of jurisdiction of the Zululand District Municipality – the other four local municipalities are the éDumbe Municipality, the Abaqulusi Municipality, the uPhongolo Municipality and the Nongoma Municipality.



Map 1: Ulundi Municipality in the District Context

Project Milestones

- Compilation and documentation of the service delivery survey
- Compilation of all sections as required by the Municipal Systems Act, National and Provincial Guidelines and production of first IDP draft document early in March 2020.
- Inclusion of all necessary annexures and appendices that are required
- Approval of the first draft IDP by Council in March 2020 for submission to the Department of Corporative Governance and Traditional Affairs for assessment at the end of March 2020
- Advertisement of the draft IDP for comments for 21 days in terms of the law and the incorporation of comments into the draft.
- Approval of the IDP Draft by IDP Representative Forum in May 2020
- Production of the Final Integrated Development Plan, approval by Council for submission to CoGTA before the end of June 2020.
- All necessary participation processes within milestones are to be undertaken.

Information Gathering: District, Provincial and National Guidelines

- The successful Service Provider is expected to make contact with all the relevant Department of Co-operative Governance and Traditional Affairs officials, Zululand District Municipality officials, District and Local Planning and GIS and other officials and units within the various spheres of government to obtain information that is required for the project.
- The Service Provider will be supplied with a letter from the Ulundi Municipality confirming the appointment. However, the responsibility for specifying and collecting the information necessary for the successful execution of the project remains entirely with the Service Provider.

Outcomes and Deliverables

- The final documentation should be in the form of both hard and electronic versions of core documents and maps. Mapping should be submitted in ArcGIS format (i.e. shape-files,

layer files, mxd files) for use by Ulundi Municipality. The Service Provider should ensure that all GIS data and metadata is fully compatible with Ulundi Municipality and Zululand District Municipality GIS for each phase of the project before invoices are submitted for payment;

- The documents and communication media should be prepared well in advance and the stakeholder engagement process should be to the satisfaction of the Steering Committee.
- Innovation and the use of isiZulu where appropriate is required for stakeholder engagements;
- The Service Provider will be expected to submit draft reports and associated Development Communication Media and appropriate mapping for each phase of the project;

The Final Consolidated Report which consists of:

- The final documentation should be four (4) copies of each in the form of both hard and electronic versions of core documents and maps. Mapping should be submitted in ArcGIS format (i.e. shape-files, layer files, mxd files) for use in the Ulundi Municipality. The Service Provider should ensure that all GIS data and metadata is fully compatible with Ulundi Municipality and Zululand District Municipality GIS for each phase of the project before invoices are submitted for payment.
- Maps at A0 level with appropriate transparent overlays;
- Four copies of the Public Participation Report & associated comments; and
- CD's with all data sets and consolidated reports.

Project Duration and Budget

It is expected that the project be completed by the end of June 2023 in line with the project milestones and legislative requirements above. The service provider is expected to prepare a clear work-plan illustrating how the project targets will be met as well as budget split over milestones within the project period.

The budget should be in keeping with the phases of the project. All costs such as travel, accommodation, workshop catering and disbursements, should be consolidated into single project budget estimates for each phase. The Steering Committee will assume that all expenditure relating to the project is anticipated by the Service Provider and is consolidated

into the budget estimates for each phase. Only the consolidated budget for each phase should be shown in the proposal submitted and in subsequent invoices submitted to the Municipality.

Relevant Skills and Experience

Below is a summary of Mandatory requirements:

- The Project leader must hold a tertiary qualification in planning which is recognised for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 and must be registered with SACPLAN as a Professional Planner. A Copy of valid registration certificate is to be attached to the proposal in including a letter of good standing.

OR

A minimum of Five (5) Years' experience in developing IDP's with a minimum of five (5) IDP projects whereby a clear reference list consisting of Organisation Name for which project was undertaken, Name of the project, start and end date of the project as well as contact person and office number for each project.

- Skills and abilities required in the team to execute the project include the following:
 - Town and Regional / Development Planning;
 - Environmental Management and Rural Planning experience;
 - Sound experience in working with Traditional Authorities;
 - Sound Participatory Planning experience;
 - Thorough understanding of IDP, strategic planning process, and Design;
 - Proven IDP, Precinct / Nodal Plan compilation experience;
 - Sound GIS proficiency;
 - Project Management;
 - Facilitation and translation skills;
 - Research, analytical, writing and communication skills;
 - Ability to think strategically; and
 - Use of Development Communication Media and innovative approaches
- It is recommended that the Service Provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play.

- The Team Leader and the Team Secretary will be attending the Steering Committee meetings. Relevant team members that are directly involved in the project phase are expected to attend progress report meetings. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the Steering Committee.

Mandatory Capacity Building and Skills Transfer

Skills development is an integral part of the project. The process should ensure that skills development and skills transfer occurs within the project and is to be achieved with Municipal Planning staff. Proposals should indicate how skills development and transfer will be achieved, monitored and evaluated within each phase of the project. Skills transfer is not to be seen as being made up of Councillor and stakeholder meetings and feedback sessions within the project.

Genuine, hands on planning work within the project is an essential aspect of this process. Service providers who omit this section of the proposal will automatically be disqualified from consideration.

Form 2

D. RECORD OF ADDENDA TO BID DOCUMENTS

I /We confirm that the following communications received from the Employer or his representative before the date of submission of this bid offer, amending the bid documents, have been taken into account in this bid offer and is attached hereto.

ADD. NO.	DATE	TITTLE OR DETAILS
1		
2		
3		
4		
5		

Please attach all Addenda hereto

SIGNATURE:

DATE:

.....

(Of person authorised to sign on behalf of the bidder)

Form 3

CERTIFICATE OF AUTHORITY

DECLARATION WITH REGARD TO EQUITY

Name of firm

.....

VAT registration number

.....

Company registration number

.....

TYPE OF FIRM

- Partnership
- One person business/Sole Trader
- Close Corporation
- Company
- Proprietary Limited (Pty) Ltd

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
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.....
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COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporters, etc.

[TICK APPLICABLE BOX]

MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account No:

Stand No:

Form 4

EVALUATION CRITERIA

Evaluation Methodology

Proposal will be evaluated on the 80/20 system where 80 points is for price and 20points for B-BBEE. **The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

1.1.2 First Stage of Evaluation: Assessment of Proposals for Functionality

The proposal will be assessed in terms of:-

- Relevant experience – that is relevant experience of the Consulting Human Settlements Firm in carrying out similar projects;
- Relevancy of the Key Personnel – the qualification and experience of the proposed key personnel;
- Methodology – the Consulting Human Settlements Firm must demonstrate that he/she understands the scope of the project and the tasks required to effect its successful completion; and
- Company finance and resources – Company cash flow and resource.

1.1.3 Third Stage of Evaluation: Assessment of Proposals for Price and B-BBEE

The proposals will be assessed in terms of:-

The maximum score for price shall be 80
The maximum score for B-BBEE shall be 20

Summary

In summary, the points system for the evaluation of the technical proposal in terms of price and Preferential Systems is as illustrated below:-

- Price 80 points
- B-BBEE 20 points

Criteria	YES/NO	COMMENT/ PROOF TO BE PROVIDED
Organisational Capacity and Resources		
<p>1. Proposals must provide a valid Tax Clearance Certificate from SARS</p> <p>2. CSD registration</p> <p>3. Municipal Account</p> <p>4. Company profile and CV's of all individuals allocated to this contract.</p>		<p>Tax Clearance Certificate provided</p> <p>CSD certificate provided</p> <p>Municipal Statement</p> <p>Company profile and CV's</p> <p>References of experience in project management, HSP and guidelines development and SEA implications for HSP. (Minimum of 3 references)</p> <p>CV and reference checks</p>
Experience		
1. Experience in Project Management		Members experience and CV's
2. Experience in development of Human Settlement Plans		Appointment Letters and Completion Certificates.
3. Experience in rural and urban land management regulation and application processing		Members experience and CV's
4. Skills Transfer experience.		CV and Reference Checks
Project Managers capability – qualifications		
1. Project Management		Certified Copy of Qualifications
2. Registration as a professional in a relevant field.		Certified Copy of the Certificate.
3. Tertiary qualification		Certified Copy of Qualifications

FUNCTIONALITY EVALUATION CRITERIA

Ulundi Municipality will measure functionality as follows:

- a) Service Provider's relevant experience for the assignment, the quality of the method proposed, the qualifications of the key staff to be employed on this project, and the proposed transfer of skills, etc.
- b) The following criteria will be used to determine compliance to the minimum required functionality score of 60% in order to be further evaluated and will be weighted and scored as set out below:

Criteria	Weighting	Scoring measurement
Qualification of Project Leader	10	Degree /B.Tech = 3 Honours Degree = 5 Master's degree = 10
Experience in development of HSP's of all team members including project manager of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in rural and urban settlement management, regulation and application processing of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Registered Professional of all team members including project manager (Total score divided by Number of team members with experience)	10	5 points per Registered Planner
Experience in SEA/Environmental matters of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in human settlements analysis of all team members including project manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in land rights and development audits of all team members including project manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10

Experience in skills transfer of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
GIS Specialist Experience of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 6 year= 0 6 – 9 years = 3 10 years = 5
Understanding of Method and approach which is required by the Municipality. All direct repetition of TOR without demonstrated core understanding will be limited to a score of Poor = 1	10	Poor = 1 Acceptable = 2 Good = 3 Very good = 4, Excellent = 5
Total scores		

Pricing Schedule

Project description	AMOUNT (r)
CALL FOR PROPOSAL FOR DEVELOPMENT OF INTERGRATED DEVELOPMENT PLAN (IDP). FIVE YEAR PLAN 2022-2027.	
Total	
Vat(15%)	
Subtotal	

COMPANY STAMP

Bidders Signature

DECLARATION OF INTEREST (MBD 4)

No bid will be accepted from persons in the service of the state*.

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 and/or take an oath declaring his/her interest.

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

Full Name:

Identity Number:

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

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

If so, furnish particulars.

* 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

.....
.....

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

If so, furnish particulars

23.1.13 Do you have any relationship (family, friend, other) with **YES**
/ NO

persons in the service of the state and who may be
Involved with the evaluation and or adjudication of this bid?

23.1.14 If so, furnish particulars.

.....
.....

1.1.15 Are you aware of any relationship (family, friend, other)
YES / NO

between a bidder and any persons in the service of the
State who may be involved with the evaluation and or
adjudication of this bid?

23.1.16 If so, furnish particulars

.....
.....

1.1.17 Are any of the company's directors, managers, principle
YES / NO

shareholders or stakeholders in service of the state?

23.1.18 If so, furnish particulars.

.....
.....

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

23.1.20 If so, furnish particulars.

.....

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.

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....
...

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

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
.....
Signature Date

.....
.....
Position Name of Bidder

Form 6

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

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.

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. wilfully 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).

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

Item	Question	Yes	No
24.5.1	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 <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.5.2	If so, furnish particulars:		
24.5.3	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) 326 5445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.5.4	If so, furnish particulars:		
24.5.5	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

24.5.6	If so, furnish particulars:		
Item	Question	Yes	No
24.6	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.7	If so, furnish particulars:		
24.8	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.9	If so, furnish particulars:		

CERTIFICATION

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

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

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

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

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

COMPANY REGISTRATION CERTIFICATE

The bidder is to affix to this page a certified copy of Company Registration Certificate.

Form 9

RATES AND MUNICIPAL SERVICES CLEARANCE CERTIFICATE

This serves to confirm that my municipal rates and taxes are paid up to date and the following is attached:

1. An original/certified copy of the most recent municipal certificate, indicating the status of payment of all municipal accounts and taxes: Electricity, water, refuse, rates and levies, from the Municipality in which jurisdiction the business is situated.
2. In the case where the tenderer does not own property/is a tenant for the purpose of its business establishment, the tenderer is to provide an original/certified copy of certificate from its landlord certifying that all the tenants payments in respect of all municipal accounts and taxes i.e. electricity, water, refuse, rates and levies are paid up to date.
3. In the case where it is not possible for a tenderer to obtain the certificate in (2) above from its landlord, the tenderer is required to submit an original/certified copy of the lease agreement for the premises where its business is situated.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised 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 authorised 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 organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

PREFERENTIAL PROCUREMENT SCHEDULES AND AFFIDAVIT THAT WILL BE INCORPORATED INTO THE CONTRACT

PREFERENTIAL PROCUREMENT DECLARATION AFFIDAVIT

IMPORTANT NOTES:

1. Tenderers with annual total revenue of R5 Million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered Auditor, Accounting Officer (as contemplated in Section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency.
2. Tenderers other than Exempted Micro Enterprises must submit an Original or certified copy of a Valid B-BBEE status level verification certificate substantiating their B-BBEE rating.
3. Submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
4. These certificates must be submitted by each Tenderer and, in the case of a Consortium or Joint Venture, by every member of the Consortium or Joint Venture. Any subcontractor(s) nominated for participation in the contract must also submit these certificates.
5. False documents and/or information will invalidate the tender.
6. The B-BBEE status level attained by the tenderer must be used to determine the number of points contemplated in the table below.
7. The said certificates are essential and vital for the evaluation of the tender, and failure to submit these certificates will prejudice the tender and may invalidate it at the discretion of the Employer.
8. The information for registration as in the possession of the ULUNDI LOCAL MUNICIPALITY will apply.
9. It is the Tenderer's responsibility to ensure that the details as submitted to the Municipality are correct.

Form 11
B-BBEE STATUS VERIFICATION CERTIFICATE

The bidder is to affix to this page a certified copy of B-BBEE status level verification

Form 12

SCHEDULE OF KEY PERSONNEL AND CV'S

Notes to Tenderer:

- 1. The tenderer shall list below all the key personnel and relevant information who will be engaged on the project;**
- 2. Attach CV's of the key personnel with the proposal; and**
- 3. Attach copies of relevant SACPLAN Certificates with the CV's.**

CATEGORY OF EMPLOYEE	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION	NUMBER
Project Managers		
Professional Planners		
Technical Planners		
Others:

Note: Certified copies of qualifications and registrations are to be attached

SIGNATURE:
 (of person authorised to sign on behalf of the bidder)

DATE:

Form 13
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, 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 employed by the principal, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Are you or any person connected with the bidder, employed by the principal?..... **YES/NO**

2.1.2 If so, state particulars.

.....
.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid?..... **YES/NO**

2.2.1 If so, state particulars.

.....
.....

2.1 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?..... **YES/NO**

2.3.1 If so, state particulars.

.....
.....

Form 14
CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to Bidder:

1) The signatory for the bidder shall confirm his/her authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors/partners. Alternatively, this form may be used directly. It is deemed that whoever authorises the signatory has the capacity to commit the tenderer to enter into contracts.

2) In the event that the tenderer is a joint venture, a certificate of authority for signatory is required from all members of the joint venture and the designated lead member shall be clearly identified.

By resolution of the board of directors passed at a meeting held on.....

Mr/Ms, whose signature appears below, has been duly authorised to sign all documents in connection with the bid for Contract No.: Request for Proposal to develop Ulundi Local Municipality's Human Settlement Plan (HSP)

and any contract which may arise there from on behalf of (block capitals)

.....

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESS:

SIGNATURE

SIGNATURE

.....
NAME (PRINT)

.....
NAME (PRINT)

Form 15
PROOF OF PROFESSIONAL INDEMNITY COVER

- 1. The bidder shall attach to this page, proof of his Professional Indemnity Cover (Minimum R 2.0 million)**
- 2. In the event of the bidder being a joint venture/consortium the details of the individual members must also be provided.**

SIGNED ON BEHALF OF THE TENDERER:

Form 16
APPROACH & METHODOLOGY (BIDDERS PROPOSAL)

Notes to Tenderer:

1. **Attach Methodology the Tenderer wishes to apply for this contract.**

SIGNED ON BEHALF OF THE TENDERER:

Form 17
CERTIFICATE OF BID COMPLIANCE

Note to Tenderer:

- 1. This form has been created as an aid to ensure a bidder's compliance with the completion of the returnable forms and schedules**

FORM NO	FORM DESCRIPTION	TICK IF COMPLETED
1	INVITATION TO BID	
2	PROPOSAL AND CERTIFICATE OF TAX CLEARANCE	
3	RECORD OF ADDENDA TO BID DOCUMENTS	
4	CERTIFICATE OF AUTHORITY	
5	PREFERENCE OF POINT CLAIM FORM	
6	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
7	SCHEDULE OF TENDERER'S RELEVANT EXPERIENCE	
8	SCHEDULE OF KEY PERSONNEL & CV'S	
9	DECLARATION OF INTEREST	
10	CERTIFICATE OF ATTENDANCE AT PRE-BID SITE VISIT AND CLARRIFICATION MEETING	N/A
11	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
12	PROOF OF PROFESSIONAL INDEMNITY COVER	
13	APPROACH & METHODOLOGY (BIDDER'S PROPOSAL)	
14	PROOF OF EXPERIENCE (APPOINTMENT AND COMPLETION CERTIFICATES)	

SIGNED ON BEHALF OF THE TENDERER: