



Midvaal Local Municipality
PO Box 9, Meyerton, 1960
Tel: 016 360 7400
Fax: 016 360 7519
www.midvaal.gov.za

7 DAY QUOTATION

AHT4624

**BID FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES
AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH
IMPROVEMENTS IN SERVICE DELIVERY.**

PRE-QUALIFICATION CRITERIA:	N/A		
COMPULSORY BRIEFING SESSION:	N/A		
DATE:	N/A	TIME:	N/A
CLOSING DATE:	30 JUNE 2020	TIME	09H30

FULL NAME OF TENDERING ENTITY:			
COMPANY ADDRESS:			
CONTACT PERSON:			
TEL NO:		CELL NO:	
FAX NO:		EMAIL:	
CENTRAL SUPPLIER DATABASE (CSD) NO:			
MIDVAAL VENDOR NO. (NOT COMPULSORY):			
TOTAL BID PRICE/VALUE (INCLUDING VAT) (R):		IGNORE IF RATES BASED	

INDEX

DESCRIPTION		PAGE NO.
ENTITY OWNERSHIP DETAILS		3
IMPORTANT INFORMATION RELATING TO THIS QUOTE		4 – 6
ENTITY ATTACHMENT CHECKLIST		7
MUNICIPAL SERVICES, RATES AND TAXES CERTIFICATE		8
MBD 1 – INVITATION TO BID	PART A	9
	PART B	10
MBD 4 – DECLARATION OF INTEREST		11 – 15
MBD 6.1 – PREFERENCE POINTS CLAIM		16 – 24
MBD 7.1 – CONTRACT FORM	PART 1	25 – 26
	PART 2	27
PERFORMANCE MANAGEMENT SYSTEM		28
V MBD 8 – DECLARATION OF BIDDER’S PAST SCM PRACTICES		29 – 30
MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION		31 – 33
SCOPE OF WORKS AND SCHEDULE OF RATES		34 – 40
ALTERNATIVES OFFER		41

ENTITY OWNERSHIP DETAILS

NAME OF PERSON / ENTITY	% OF SHARES OWNED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

NB: Please feel free to add a separate page and attach behind this page if the provided space is not enough. Alternatively attach a shareholding certificate.

What percentage of the company is owned by **youth** _____%; **women** _____% and **people with disabilities** _____%

IMPORTANT INFORMATION RELATING TO THIS QUOTATION

BID NUMBER:	AHT4624		
MUNICIPAL NOTICE NUMBER:	SCM015/20		
CLOSING DATE:	30 JUNE 2020	TIME:	09H30
ADVERT DATE:	23 JUNE 2020	VALIDITY PERIOD:	60 DAYS
VALIDITY EXPIRY:	28 AUGUST 2020		

BIDS SUBMISSION

Bids are to be sealed in an envelope marked with the relevant bid number and description as indicated on the bidding documents and are to be placed in the tender box situated at:

Block A – Ground Floor, 25 Mitchell Street, Meyerton, 1961

Bids are to be submitted between 07:30 and 16:00, Mondays to Fridays, prior to the closing date and time. No late submissions will be considered.

Please Note:

1. Bidders are requested to **initial each page** of the bid document.
2. **No** faxed or e-mailed tenders will be accepted.
3. All tenders must be submitted on the official forms **(not to be typed OR re-typed)**. **Only original** signed tender documents will be accepted.
4. Bids submitted for consideration **must be hand written and in black ink**. **No correction** fluid will be allowed, especially on the pricing schedule or BOQ. **All alterations** must be crossed-out and initialled/signed.
5. Where a **compulsory briefing session** is required, it is the onus of the bidder to attend and arrive in time. Late arrivals will not be allowed to sign the attendance register and will be deemed to be absent. **No bids will be considered** from bidders who did not attend the compulsory briefing session.
6. Midvaal Local Municipality **will not accept** any bid with **missing pages** and **not fully completed** with the **required attachments**.
7. **Failure to adhere to the above will result in your bid not being further evaluated.**

EVALUATION OF BIDS

1. Bids will be evaluated and according to the following criteria:
 - a. Relevant specifications and where applicable, technical proposals;
 - b. Value for money;
 - c. Capability and ability to execute the contract;
 - d. Midvaal SCM Policy, PPPFA and its Regulation as well as any other relevant legislations; and
 - e. Supporting documents where required
2. Bidder's attention is specifically drawn to the provisions of the rules and specifications which are included in the bid documents.
3. The Council reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid.
4. No bids will be considered from persons in the service of the state.

GENERAL

Bid Awards

Please note that even though a bid may be awarded and a successful bidder be approved to supply, deliver or render the applicable services to Midvaal, it is not a guarantee that orders will be placed on a regular basis. It may only be procured on an as and when required basis on receipt of an official Midvaal order.

NB: Bids results are placed on the municipality's website:

www.midvaal.gov.za

Bidder's attention is drawn to the fact that bid results are updated on a monthly basis.

Unsuccessful Bids

The unsuccessful bidder may on written request (in terms of the Access to Information Act) be given reason/s why their bid was unsuccessful.

NB: IT IS THE ONUS OF EVERY BIDDER TO CONTINUOUSLY MONITOR THE MUNICIPALITY'S WEBSITE FOR RESULTS.

Objections and Complaints

Bidders aggrieved by decisions or actions taken by Midvaal Local Municipality in the implementation of its supply chain management system may within 14 days of the decision or action lodge a written objection or complaint to the municipality against the decision or action.

The date of the decision or action referred to above will be the day the results were advertised on the website, being the 07th day of every month.

Non Awards

Bidders who submitted bids will be informed formally of all non-awards

Terms and Conditions

This quotation is subject to the **National Treasury's General Conditions of Contract (GCC) of 2010**. A copy of the said GCC can be obtained on request and at no cost from tenders@midvaal.gov.za or alternatively on the municipal website: <http://www.midvaal.gov.za/index.php/tenders-2/2019-2020-financial-year/notices-2019-2020>, as well as from the municipal SCM offices at 25 Mitchell Street, Meyerton, 1961, between 07:30 and 16:00, weekday.

INCREASE/DECREASE IN SCOPE OF WORK

The Employer reserves the right to withdraw any section or item in the bill of quantities. The Contractor will have no claim in this respect.

Funds allocated to complete the works may be limited. The Employer thus reserves the right to reduce or add to the scope of work to suit the available budget, in which case the contractor will have no claim in this respect.

ALTERNATIVE BIDS

If a bidder wishes to submit an alternative (*where allowed*) for any of the items in the schedule of quantities, the bidder must indicate on the pricing schedule and complete the form included in the bidding documents.

SIGNATURE AUTHORITY OF CONTRACTOR/BIDDER

I, _____ in my capacity as _____
hereby confirm to be duly authorized to sign on behalf of

(Name of organization)

Address:

Telephone no: (_____) _____ and hereby acknowledge that I
have read and understood all the conditions and conform to adhere to them as set out
in the document.

Signed at _____ on the _____ day of _____
2019.

SIGNATURE OF CONTRACTOR

CHECKLIST:

DESCRIPTION		BIDDER'S CHECKLIST
1	Certified copy of the signed resolution by all directors authorising a director/ other official of the company to sign the documents on behalf of the company.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Current Water and Lights / Rates and Taxes obtainable from the local or metropolitan municipality.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	In a case of a Joint Venture (JV)/ Consortium, the JV agreement.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Valid B-BBEE certificate or Completed or signed Sworn Affidavit The municipality only considers B-BBEE certificates from SANAS accredited agencies as well as certificates and sworn affidavits from the DTI.	<input type="checkbox"/> YES <input type="checkbox"/> NO

MUNICIPAL SERVICES, RATES AND TAXES CLEARANCE CERTIFICATE FOR SUPPLY CHAIN MANAGEMENT PURPOSE

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are **not more than three months in arrears** with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

Where bidders are not owners of a property and cannot submit a copy of the municipal account, the following must be completed together with a lease agreement:

(TO BE COMPLETED BY THE LANDLORD)		
Name of the Landlord:		
Property Physical Address:		
Please tick below	Yes	No
Rental: in arrears for more than 3 months		
Municipal services: in arrears for more than 3 months		
Landlord Signature:		
Date: _____		
Landlord's business stamp here (where applicable)		

MUNICIPAL SERVICES, RATES AND TAXES CLEARANCE CERTIFICATE, OR LEASE AGREEMENT MUST BE ATTACHED BEHIND THIS PAGE.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF MIDVAAL LOCAL MUNICIPALITY					
BID NUMBER:	AHT4624	CLOSING DATE:	30 JUNE 2020	CLOSING TIME:	09H30
DESCRIPTION	BID FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH IMPROVEMENTS IN SERVICE DELIVERY				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
25 MITCHELL STREET					
MEYERTON					
1961					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> YES <input type="checkbox"/> NO		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> YES <input type="checkbox"/> NO	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF 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:		
DEPARTMENT	FINANCE		CONTACT PERSON	MR A SIBEKO	
CONTACT PERSON	Ms P Papane		TELEPHONE NUMBER	016 360 1568	
TELEPHONE NUMBER	016 360 7631		FACSIMILE NUMBER	016 360 7519	
FACSIMILE NUMBER	016 360 7519		E-MAIL ADDRESS	tenders@midvaal.gov.za	
E-MAIL ADDRESS	tenders@midvaal.gov.za				

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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, 2017, 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:

MBD 4 - DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
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 relation to the evaluating/adjudicating authority.
3. A Person who is an advisor or consultant contracted with the municipality.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1 Full Name of bidder or his or her representative:

4.2

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identity Number:

4.3 Position occupied in the Company (director, trustee, shareholder²):

4.4 Company Registration Number:

4.5 Tax Reference Number:

4.6 VAT Registration Number:

4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

4.8 Are you presently in the service of the state? **YES / NO**
If so, furnish particulars.

1 MSCM Regulations: "in the service of the state" means to be –

- (a) A member of –
 - any municipal council;
 - any provincial legislature; or
 - 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.

4.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If so, furnish particulars.

4.10 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**
If so, furnish particulars.

4.11 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**
If so, furnish particulars.

4.12 Are any of the company's directors, trustees, managers, principle

shareholders or stakeholders in service of the state?

YES / NO

If so, furnish particulars.

- 4.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If so, furnish particulars.

- 4.14 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

If so, furnish particulars.

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

Please note that The Federal Executive of the DA resolved as follows:

"That no office-bearer or member of the professional staff of the Party, or any company, partnership, close corporation or similar juristic entity in which such office-bearer or member of the

professional staff has an interest, may tender for or contract to provide any goods or services to any DA controlled government.

For the purposes of this resolution:

“office-bearer” means any public representative or member of the Federal Executive, a provincial executive, a provincial management committee, a regional executive or a constituency executive;

“an interest” means that the office bearer or member of the professional staff has a 5% of more stake; and

“member of the professional staff” means any person who has an employment contract with the Party, and includes any person who is employed by the Party but who is paid by an organ of state, but does not include any person paid a gratuity or honorarium for services rendered to the Party.”

- 6.1 Are you or your company an office-bearer by means of any public representative or member of the Federal Executive, a provincial executive, a provincial management committee, a regional executive or a constituency executive?

YES / NO

If so, furnish particulars.

- 6.2 Do you or your company have an interest by means that the office bearer or member of the professional staff has a 5% of more stakes?

YES / NO

If so, furnish particulars.

- 6.3 Are you or your company a member of the professional staff by means any person who has an employment contract with the Party, and includes any person who is employed by the Party but who is paid by an organ of state, but does not include any person paid a gratuity or honorarium for services rendered to the Party?

YES / NO

If so, furnish particulars.

CERTIFICATION

I, THE UNDERSIGNED (NAME) _____
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS CORRECT.

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

SIGNATURE

DATE

POSITION

NAME OF BIDDER

MBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 a) The value of this bid is estimated to not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 is allocated for price on the following basis:
80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
NON-COMPLIANT CONTRIBUTOR	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: = _____ (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted _____%
- ii) The name of the sub-contractor _____
- iii) CSD Number of the sub-contractor MAAA
- iv) The B-BBEE status level of the sub-contractor _____
(*attach proof*)
- v) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- vi) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

DECLARATION WITH REGARD TO COMPANY/FIRM

7.2 Name of company/firm _____

7.3 VAT registration number _____

7.4 Company registration number _____

7.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

7.6 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

7.7 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.8 MUNICIPAL INFORMATION

Municipality where the business is situated:

Registered Account Number: _____

Stand Number: _____

7.9 Total number of years the company/firm has been in business: _____

7.10 I/we, the undersigned, who is / are duly authorised to do so on behalf of the

company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES:

SIGNATURE(S) OF BIDDERS(S)

1. _____

2. _____

DATE: _____

DATE: _____

NB: MIDVAAL LOCAL MUNICIPALITY CONSIDERS THE FOLLOWING:

- i. Only one of the two attached Valid Sworn Affidavits (EME/QSE/GEN) will be accepted. Affidavits from accounting firms (in the accounting firms' letter) WILL NOT be accepted.**
- ii. SANAS accredited B-BBEE certificates.**
- iii. B-BBEE certificates issued by the DTI via CIPC.**

FAILURE TO PROVIDE ANY ONE OF THE ABOVE-MENTIONED DOCUMENTS WILL RESULT IN NO POINTS BEING AWARDED.

THE REFERRED TO ABOVE DOCUMENT CAN BE PLACED BEHIND THIS PAGE OR COMPLETE THE ATTACHED SWORN AFFIDAVIT

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none">(a) who are citizens of the Republic of South Africa by birth or descent; or(b) who became citizens of the Republic of South Africa by naturalisation-<ul style="list-style-type: none">i. before 27 April 1994; orii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ul style="list-style-type: none">(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;(b) Black people who are youth as defined in the National Youth Commission Act of 1996;(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;(d) Black people living in rural and under developed areas;(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

MBD 7.1 - CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)

_____ In accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: **AHT4624: BID FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH IMPROVEMENTS IN SERVICE DELIVERY.** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing date of the 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);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) SANS/ISO/other regulatory framework where applicable

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 services 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 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 fulfilment 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. _____

DATE: _____

2. _____

DATE: _____

PART 2 (TO BE FILLED IN BY MIDVAAL LOCAL MUNICIPALITY)

1. I _____ in my capacity as _____ accept your bid under reference number Bid Number: **AHT4624: BID FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH IMPROVEMENTS IN SERVICE DELIVERY.** dated _____ for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
4. I confirm that I am duly authorized to sign this contract.

SIGNED AT MEYERTON ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP

WITNESSES

1. _____

DATE: _____

2. _____

DATE: _____

PERFORMANCE MANAGEMENT SYSTEM

The Municipal Finance Management Act (No. 56 of 2003) Section 116 (2) (d) determines that a Municipality must enter into a Performance Management System (PMS) with all service providers.

A final PMS document will be concluded in consultation with the appointed bidder.

ACCEPTANCE OF PMS AGREEMENT

You are hereby requested to sign this document as acceptance that your performance will be measured continuously in terms of the PMS.

CONTRACTOR

Signature : _____

Name : _____

Designation: _____

Date : _____

MIDVAAL LOCAL MUNICIPALITY

Signature : _____

Name : _____

Designation: _____

Date : _____

MBD 8 - 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.**

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (NAME) _____
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS CORRECT.**

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

SIGNATURE

DATE

POSITION NAME OF BIDDER

MBD 9 - 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Bid Number: **AHT4624: BID FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH IMPROVEMENTS IN SERVICE DELIVERY.**

in response to the invitation for the bid made by:

MIDVAAL LOCAL MUNICIPALITY

(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 _____ (Name of Bidder) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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

SPECIFICATION FOR SITUATIONAL ANALYSIS OF MIDVAAL BUSINESS PROCESSES AND MUNICIPAL TECHNOLOGIES IN ORDER TO ESTABLISH IMPROVEMENTS IN SERVICE DELIVERY

1. BACKGROUND

Municipal Service delivery Functions are run through the following directorates:

- Corporate Services
- Development, Planning and Housing
- Engineering Services
- Finance Services
- Community Services

And over the years, these directorates have embarked on modelling of their business processes and workflows to support service delivery. Also, there has been investment into technologies upon which most of these functions are based. However, some of these technologies in place are old and the business processes might need to re-engineering. Before the Municipality can embark on a process of revamping or introducing new Technologies and processes, it is imperative that a **situational analysis** be carried out. A situation analysis guides in the identification of the current state of Systems, Information/data, Softwares/Applications and ICT Infrastructure Technologies. Furthermore, there will be an establishment of future and immediate, detailed and realistic picture of the opportunities, state of resources, challenges and barriers to smooth and improved service delivery.

The Service Value Chain, is key to the Municipal operations. It must also be well defined within the context of Municipal business Processes and Technologies.

2. PURPOSE

To appoint a suitably qualified, accredited and experienced service provider to render the following Situational Analysis service outcomes.

- 1.1 Analysis of IDP, Business Processes and Cross-cutting workflows;
- 1.2 Analysis of Information/Data Requirements

- 1.3 Analysis of installed Softwares/Applications
- 1.4 Analysis of related Technologies and how it is supporting the business Operations

3. SCOPE

To create A comprehensive analysis report for the existing Business Processes, Information/Data, Softwares/Applications and ICT Infrastructure. The Analysis must clearly indicate the integrations or lack of Systems and possible opportunities. The work also entails engagement with the relevant stakeholders.

4. DOCUMENTATION

- 4.1. All documentation under the contract shall be the property of the Midvaal Local Municipality.
- 4.2. The service provider will provide an updated set of files for each project milestone where any work has been done.

5. CONTRACT PERIOD

From date of appointment to a maximum of 12 months.

6. DELIVERY SITE

Midvaal Local Municipality
Main Building
First floor Mitchell
street 25
Meyerton.

7. DELIVERY PERIOD.

Delivery must start within 3 weeks from date of appointment and must be functional by 01st of July 2020.

8. STATED QUANTITIES

The stated quantities are estimates and do not necessarily mean that the municipality will be procuring those quantities. This is to assist the evaluators and such quantities may be increased or decreased during procurement, all is subject to the available budget.

9. AWARDING OF BIDS

The Council reserves the right to accept any bid and does not bind itself to accept the lowest or any bid.

10. CONTRACT PRICE ADJUSTMENTS.

No Price adjustments to be made. Prices must be fixed for the duration of the appointment.

11. ALTERNATIVE OFFER SCHEDULE.

Not applicable.

12. PAYMENT

Payment to be done on a monthly basis, within 30 days of receipt of invoice. MLM will not accept any responsibility for the non-payment of any invoices submitted by a successful bidder if the relevant invoice does not reflect an official municipal order number and or other relevant information.

13. COIDA

The successful bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations and for the duration of the contract, should the bidder be awarded a contract. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.

14. Project Planning

The successful bidder will be required to submit an initial project plan within 7 working days before the initial kick-off meeting, outlining the activation of the

project with planned timelines for each phase of the project. The project plan will be agreed in writing and signed off by both parties, this will form the baseline for measuring project performance.

15. REFERENCES

Bidders are requested to submit clear, visible and contactable references whereby work of similar nature was done or where Project team members might have been involved in.

16. PROJECT LEADER

Bidders are requested to submit a detailed CV of the project leader together with copies of qualifications. This will demonstrate the number of experience and academic knowledge the company is offering. It is a requirement that the project leader, besides fulfilling the requirements as specified in the functionality section:

- Must have full understanding of the Service Value Chain and worked on a related program/project
- Must have worked on Performance management programs/projects
- Must have a full understanding of Municipal systems, Technologies and Information/Data
- Must have worked or Participated in Municipal Process Modeling or re-engineering work.

17. FUNCTIONALITY

The following Table will be used for the scoring on the requirements of the bid. The bidder is expected to score a minimum of 60 out 100 points of the functionality table and should at least score the minimum of points in each of the categories in the table. Failure to score less than the minimum required score would result in the bidder being disqualified from further evaluation.

Functionality (100) Points					
Item	Description		Points	Min. Score	Max. Score
Project Leader Experience				15	25
Project Leader	Number of years the project leader has been involved relevant	Less than 3 years	10		
		4 to 6 years	15		
		More than 6 years	25		
Project Leader Qualifications				10	20
Project Leader	(a)Project Management (b)IT or Engineering Qualification (c)Business Management (d)ITIL and COBIT Certification	Certificate	5		
		National Diploma	10		
		Degree / Advanced Diploma, or any qualification recognized to be more than a National Diploma	15		
		Any Two (a), (b), (c), or (d) at Degree/ Advanced Diploma, or any qualification recognized to be more than a National Diploma	20		
Project Business Analyst Experience				10	15
Project Business Analyst	Number of years the Business Analyst has been involved relevant to the same work or scope of work	Less than 1 year	5		
		1 to 3 years	10		
		More than 3 years	15		

Project Business Analyst Qualifications				10	15
Project Business Analyst	Business Management or BCom	Certificate	5		
		National Diploma	10		
		Degree / Advanced Diploma, or any qualification recognized to be more than a National Diploma	15		
Project Administrator Experience				5	10
Project Administrator	Number of years the project administrator has been involved relevant to the	Less than 3 years	2		
		4 to 6 years	5		
		More than 6 years	10		
Project Administrator Qualifications				10	15
Project Leader	Administration or BCom or Project Management	Certificate	5		
		National Diploma	10		
		Degree / Advanced Diploma, or any qualification recognized to be more than a National Diploma	15		
TOTAL					100

SCHEDULE OF QUANTITIES

PRODUCT DESCRIPTION	UNIT OF MEASURE	EST. QTY	AMOUNT EXCL. VAT PER MONTH
IDP & Business Process Analysis	Report	1	
Information/Data Analysis	Section		
	Report	1	
	Section		
Systems/Applications Analysis	Report	1	
	Section		
ICT Infrastructure Analysis	Report	1	
	Section		
Integration of Report Sections and Summary	Report	1	
Conclusions			
TOTAL EXCLUDING VAT			
VAT AT 15%			
TOTAL INCLUSIVE OF VAT			

NB: THE MUNICIPALITY INTENDS TO APPOINT ONE SERVICE PROVIDER, THEREFORE ANY BIDDER WHO DOES NOT PRICE THE ABOVE IN TOTAL WILL NOT BE CONSIDERED.

MIDVAAL
LOCAL MUNICIPALITY

ALTERNATIVES OFFERED

If there are no alternatives to be offered, the Schedule hereunder is to be marked NIL and signed by the Bidder.

Bidders wishing to bid on alternative products that differ from the requested specification may do so, only if a detailed pricelist that includes the name, make, model and price of such items is submitted and attached to this page.

Only ISO/SANS/SABS or items registered with the relevant authority will be considered.

NOT APPLICABLE

MIDVAAL
LOCAL MUNICIPALITY

SIGNATURE OF BIDDER

DATE