



# FINANCIAL MANAGEMENT SERVICES

## MEMORANDUM FOR MOTIVATION OF PROCUREMENT

### RAND WEST CITY LOCAL MUNICIPALITY

#### REQUEST FOR FORMAL WRITTEN QUOTATIONS

Bid No.	Description	User department contact	Supply Chain management contact	Points preference system
Q23/2016-2017	The Rand West City Local Municipality is seeking for SETA Accredited Training providers to implement the under mentioned training intervention. (Short course 3 to 5 days) <b>Maintain and repair bituminous road surfaces {Unit standard 13958/NQF 2 (8 credits)}</b>	<b>Mr. Fanus van Heerden</b>  011 411 0259	<b>Ms M Nkoane</b>  011 278 3236	80/20

Documents are available from **the Supply Chain Department** Store Building, No 9 Malan Str, Westonaria and on the Municipality website.

#### Submission of RFQ:

RFQ must be submitted by no later than **15 June 2017 @ 11.00 am**

**By hand:** Bid documents and supporting documents must be sealed and externally endorsed with the Bid No, Description, return address and placed in a bid box, Reception Area, Municipal Stores Building, no: 9 Malan Str. Westonaria.

**By Post:** To reach the Manager: Supply Chain Management, P.O. BOX 19, Westonaria, 1780, in sufficient time for it to be placed in the Tender Box before closing time.

#### Bidders must take note of the following:

- ✓ Bids must only be submitted on the bid documentation provided by the Rand West city Local Municipality.
- ✓ Valid tax clearance certificate issued by SARS.
- ✓ Companies' and/or Directors' proof of payment for the Municipal accounts (rates & taxes) in their area of jurisdiction not older than three(3) month and not in arrears for more than 90 days.
- ✓ Company profile.
- ✓ Company registration documents.
- ✓ Proof of qualification/or experience in auditing environmental management systems.
- ✓ List of similar successfully executed projects with contract values and client's contacts.
- ✓ **Bidders are requested to complete MBD 4, MBD 8 and MBD 9. Failure to complete will render them non responsive.**
- ✓ **All bid documents will be available at the supply chain offices.**

**Rand West City Local Municipality**

Cnr Pollock & Sutherland Streets, Randfontein 1759 / P.O Box 218, Randfontein 1760

Tel: 011 411 0000, Fax 011 693 1736 **Website:** [www.randwest.gov.za](http://www.randwest.gov.za)





**NB: Service providers must submit their BBBEE verification certificate from verification agency accredited by South African accreditation system (SANAS) or a registered auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the corporation and BBBEE Rating certificate.**

**Condition of the RFQ**

Proof of accreditation with a Sector Education and Training Authority (SETA)
Proof from SETA's accreditation processes that provider is register/ accredited to implement/ facilitate the identified unit standard.
Verifiable customer reference where similar training were conducted (Minimum of three (3) reference letters issued and signed by customers where training was implemented)
Proof of registered and accredited training facilitators/assessors and moderators (CV to be attached)
The provider should be situated in Gauteng (Proof of residence)

**The Bidders must comply with the above conditions of the RFQ.**

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80:20 preferential points system**.

The Municipality is not bound to accept the lowest or any Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of sixty (60) days after closing date of the submission thereof

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified. Technical enquiries can be directed to **Mr. Fanus van Heerden at (011) 411 0259. Supply Chain queries can be directed to Ms Mavis Nkoane at 011 278 3236.**

**Approved by:**

\_\_\_\_\_  
**Ms N Madonsela**  
**Acting Chief Financial Officer**



## FORMAL WRITTEN QUOTATION

**Description: Appointment of a consultant and procurement of software for valuation and calculations for rehabilitation and closure costs for both Randwest City Landfill sites as at 30 June 2017.**

**QUOTATION NO: Q23/2016-2017**

**CLOSING DATE: THURSDAY, 15 JUNE 2017 AT 11:00**

**COMPANY NAME:** .....

**ADDRESS:** .....

.....

.....

.....

**SIGNATURE:** .....

**DATE:** .....

**Enquiries**

**M. Nkoane**

**Tel: 011 278 3236**



## TERMS OF REFERENCE

<b>Description:</b> <b>Scope of work:</b>	The RandWest City Local Municipality is seeking for SETA Accredited Training providers to implement the under mentioned training intervention. (Short course 3 to 5 days) <b>Maintain and repair bituminous road surfaces {Unit standard 13958/NQF 2 (8 credits)}</b>					
<b>Requirements</b>	<p><b>Number of employees to be trained 30.</b>The quote must include the following; <b>Training tools, equipment and consumables, Certificates to competent candidates and the provision for lunch for the learners.</b></p> <p>It is also preferable that when learners completed the programme and found competent they must receive a “Competency Certificate”.</p>					
<b>Condition of the Bid</b>	<table><tr><td>Proof of accreditation with a Sector Education and Training Authority (SETA)</td></tr><tr><td>Proof from SETA’s accreditation processes that provider is register/ accredited to implement/ facilitate the identified unit standard .</td></tr><tr><td>Verifiable customer reference where similar training were conducted (Minimum of three (3) reference letters issued and signed by customers where training was implemented)</td></tr><tr><td>Proof of registered and accredited training facilitators/assessors and moderators (CV to be attached)</td></tr><tr><td>The provider should be situated in Gauteng (Proof of residence)</td></tr></table>	Proof of accreditation with a Sector Education and Training Authority (SETA)	Proof from SETA’s accreditation processes that provider is register/ accredited to implement/ facilitate the identified unit standard .	Verifiable customer reference where similar training were conducted (Minimum of three (3) reference letters issued and signed by customers where training was implemented)	Proof of registered and accredited training facilitators/assessors and moderators (CV to be attached)	The provider should be situated in Gauteng (Proof of residence)
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Proof from SETA’s accreditation processes that provider is register/ accredited to implement/ facilitate the identified unit standard .						
Verifiable customer reference where similar training were conducted (Minimum of three (3) reference letters issued and signed by customers where training was implemented)						
Proof of registered and accredited training facilitators/assessors and moderators (CV to be attached)						
The provider should be situated in Gauteng (Proof of residence)						



## **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidders's tax obligations.**

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)



## DEPARTMENT: FINANCE

### CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations require that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

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

**PART A** – to be completed by the relevant municipality in the case where the service provider is the registered owner of the site / owner pays for municipal services / tenant pays for municipal services.

**PART B** – to be completed by the landlord in the case where the service provider is renting the premises / rental paid by tenant include municipal services.

<b>PART A (TO BE COMPLETED BY THE RELEVANT MUNICIPALITY)</b>	
Name of the Municipality:	
Property Physical Address:	
Registered Name:	
Officials Name: _____	Municipality Stamp Here
Signature: _____	
Date: _____	
<b>Please circle whether the account is in arrears or up to date</b>	
Rates and taxes:	Up-to-date / in arrears for more than 3 months
Water:	Up-to-date / in arrears for more than 3 months
Electricity:	Up-to-date / in arrears for more than 3 months
Refuse:	Up-to-date / in arrears for more than 3 months
Other services:	Up to date / in arrears for more than 3 months
<b>PART B (TO BE COMPLETED BY THE LANDLORD)</b>	
Name of the Landlord:	
Property Physical Address	
Landlord Signature:	
Date: _____	<b>Landlord's business stamp here</b> Or an Affidavit from SAPS (in the event the landlord does not have a stamp)
business	
<b>Please circle whether the account is up-to-date or in arrears</b>	
Rental:	Up-to-date / in arrears for more than 3 months
Municipal services:	Up-to-date / in arrears for more than 3 months



### **DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positioning relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars.....





.....

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars. ....

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

3.11.1 If yes, furnish particulars .....

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

3.12.1 If yes, furnish particulars. ....







3.13 Are any spouse, child or parent of the company's directors trustees,

managers, principle shareholders or stakeholders in service of the state? ..... **YES / NO**

3.13.1 If yes, furnish particulars. ....

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

3.14.1 If yes, furnish particulars: ....

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

Full Name	Identity Number	State Employee Number





**RAND WEST CITY**  
LOCAL MUNICIPALITY

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.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**





**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 disregarded 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 in or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - (d) been listed in the Register for Tender defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed in 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).</b></p> <p><b>The database of restricted suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
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 Corruption Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
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"/>
4.5.1	If so, furnish particulars:		

#### CERTIFICATION

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

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

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**





## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.

1. Section 4 (1) (b) (iii) of the Competition Act No 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition that it cannot be justified under any grounds.
2. 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.
3. 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.
4. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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





**RWCLM-MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

In response to the invitation for the bid made by:

\_\_\_\_\_

(Name of the Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purpose of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience, and





- (c) provides the same goods and services as the bidder, and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) Prices
- (b) Geographical area where product or service will be rendered (market allocation)
- (c) Methods, factors or formulas used to calculate prices;
- (d) The intention or decision to submit or not to submit, a bid;
- (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- \*Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the executions of a contract.**
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 Preventions and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder

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