

# NDLAMBE MUNICIPALITY



## TENDER DOCUMENT

**TENDER 28/2425**

### **TRAVEL AND RELATED SERVICES**

NAME OF BIDDER : \_\_\_\_\_

BIDDERS CSD NO : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

PHYSICAL ADDRESS : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

**Closing date: Monday, 07 July 2025 at 12:00**



## NDLAMBE MUNICIPALITY

### TENDER 28/2425

## INVITATION TO TENDER –TRAVEL AND RELATED SERVICES

The Ndlambe Municipality hereby invites experienced service providers to submit bids for the provision of Comprehensive Travel and Event Management Services for a one-year period, renewable for two further twelve months at the discretion of the Accounting Officer.

### **Bidders must meet the following prequalification criteria:**

The bidder must be a member of the International Air Transport Association IATA and submit proof of valid membership (or similar accredited body or association). Where proof of membership of a similar body or association has been submitted, the applicable committee of the municipality shall determine the acceptance thereof to ensure compliance with the minimum requirements and standards.

### **EVALUATION**

Bids will be evaluated on compliance with specifications and functionality as follows (the detailed requirement matrix is set out in the returnable document).

Functionality Criteria	Maximum Points
<b>Maximum Points</b>	<b>80</b>
• Company Experience	60
• Locality	20
Total Points	80
<b>Minimum functionality score of 56/80</b>	

**Bidder proposals not achieving a functionality score of at least 56 points will NOT go forward to the Price/Specific Goals points calculation stage of the evaluation process.**

### **Bidders shall take note of the following BID CONDITIONS:**

1. Prices must be valid for at least ninety (90) days from the closing date.
2. Prices quoted must be firm and must, where applicable, be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
5. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).

6. Bidders must complete the following forms, which are included in the returnable document:
  - o Declaration of Interest (**MBD 4**).
  - o **Declaration of Interest (MBD 5)**
  - o Declaration of Bidder's Past Supply Chain Management Practices (**MBD 8**).
  - o Certificate of Independent Bid Determination (**MBD 9**).
7. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution.
8. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
9. It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
11. This bid is subject to the General Conditions of Contract (GCC)
12. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/tenders/>

**N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R134-35 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.**

**BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.**

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **05 JUNE 2025** (office hours 08h00 until 16h00).

**Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified.**

Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**T28/2425 – TRAVEL SERVICES**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **Monday, 7 July 2025**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

***N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.***

Further technical details may be obtained from [tenders@ndlambe.gov.za](mailto:tenders@ndlambe.gov.za)

**NOTICE NUMBER: 137/2025  
05 JUNE 2025  
NOTICE BOARDS, WEBSITE, DAILY DISPATCH**

**ADV R. DUMEZWENI  
MUNICIPAL MANAGER**

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**INVITATION TO BID (MBD 1)**

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**YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR T128/2425 TRAVEL AND RELATED SERVICES**

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**BID NUMBER:** TENDER 28/2425

**CLOSING DATE:** 7 July 2025

**CLOSING TIME:** 12H00

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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM**

BID DOCUMENTS TOGETHER MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

**NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.**

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

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

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

## PART 2 - CONDITIONS OF BID

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### 1. GENERAL REQUIREMENTS

- 1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **Tender 28/2425 – TRAVEL SERVICES**
- 1.2 The bidder is required to furnish full details requested on the bid forms.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

### 2. CONTACT PERSON FOR QUERIES

Name : Mr. Lizo Mohapi  
Telephone: 046 604 5639  
Email : [tenders@ndlambe.gov.za](mailto:tenders@ndlambe.gov.za)

Project Manager: Mrs. Jackie Nel  
Telephone: 046 604 5609  
Email: [jnel@ndlambe.gov.za](mailto:jnel@ndlambe.gov.za)

### 3. TERMS AND CONDITIONS

#### 3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

#### 3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

#### 3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

**3.5 Ambiguities**

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

**3.6 Use of Bidders information**

Under the POPI Act, by submission of this bid, the bidder hereby provides consent to the municipality to utilize information and data sources available to confirm the information provided by bidders and obtain any other relevant information to ensure compliance with applicable procurement regulations. The municipality will treat the bidders' information with confidentiality and access only the information that is required for evaluation and procurement processes.

I \_\_\_\_\_(bidder's nominated representative)  
grant the Ndlambe Municipality permission to utilize information and data sources available to confirm the information provided by our enterprise and obtain any other relevant information to ensure compliance with applicable procurement regulations.

**3.7 Award Processes**

Bidders are advised that any information relating to the bid award process (including the correspondence related to intentions to appoint) will only be issued by the Supply Chain Management office.

**THIS BID DOCUMENT WILL ONLY BE ACCEPTED IF IT IS COMPLETED IN BLACK NON-ERASABLE INK.**

# SCOPE OF WORKS

## SPECIFICATIONS FOR TRAVEL AND RELATED SERVICES

### INTRODUCTION

The purpose of this tender is to identify and appoint a suitable and experienced service provider to provide travel and related services for a one-year period, renewable for two further twelve month periods at the discretion of the Accounting Officer as outlined in the scope of works below.

This document details and incorporates, as far as possible, the tasks and responsibilities of the successful bidder as required by the Ndlambe Municipality.

### 1. SCOPE OF WORK

#### 1.1. Objective

Note that the primary objective in issuing this tender is to enter into an agreement with a successful bidder who will achieve the following:

- 1.1.1. Provide the NLM with travel management services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with set service levels and applicable government legislation;
- 1.1.2. Achieve significant cost savings for the NLM without any degradation in the services and
- 1.1.3. Appropriately contain the NLM and traveller's risks.

#### 1.2. MINIMUM REQUIREMENTS

The potential bidders must ensure that they meet the below criteria/requirements to be eligible for this bid. Failure to meet these requirements shall deem the bidders submission as non-responsive and the submission shall be excluded from further evaluation.

- 1.2.1. The bidder must be a member of International Air Transport Association IATA and submit proof of valid membership (or similar accredited body or association). Where proof of membership of a similar body or association has been submitted, the applicable committee of the municipality shall determine the acceptance thereof to ensure compliance with the minimum requirements and standards.
- 1.2.2. A profile of the bidder's firm, including full details of qualifications, relevant experience and traceable references;
- 1.2.3. Adhere to National Treasury Instruction No. 4 of 2017/2018.
- 1.2.4. Bidder should not earn commission on negotiated airfare, accommodation rates, car rental, etc., that are negotiated directly or established by the National Treasury

- 1.2.5. Bidder must indicate details of service fees for rendering all the required services
- 1.2.6. Bidder must indicate costs for any travel-related cancellation charges
- 1.2.7. Bidder must indicate costs for any travel-related amendments, e.g., flight changes, etc.
- 1.2.8. The bidder must be able to make upfront payments for all costs and bill the NLM for these costs (note that the NLM's payment terms are 30 days from the date of valid invoice received). The municipality shall not make upfront payments; the bidder should, therefore, have the resources to ensure they can meet their payment obligations during this 30-day payment period.
- 1.2.9. And any other related corporate travel services.

### **1.3. SERVICE REQUIREMENTS (FAILURE TO MEET THESE REQUIREMENTS WILL IMPACT SCORING UNDER ANNEXURE B)**

#### **1.3.1. Travel Management Services**

The successful bidder must provide travel management services.

Details reflecting the various areas in which the applicant offers expertise services and especially in the following categories:

- a) Bookings for domestic and overseas flights.
- b) Bookings for domestic and overseas accommodation.
- c) Provision of foreign exchange and related services.
- d) VISA facilitation services.
- e) Point-to-point transfer services.
- f) Third-party liaison, re. general travel services.
- g) Car rentals.
- h) Travel insurance.
- i) Change agent between airlines/hotels/car rental service providers.
- j) Other services, i.e., local and international conferences/tourism logistical takeover, i.e., payment of conference fees (third party fees), etc.
- k) Frequent flyer upgrades.
- l) Rental of office spaces
- m) Conference packages
- n) The Bidder must be able to make upfront payments for related charges and bill NLM for these costs (note that the NLM's payment terms are 30 days from receipt of the valid invoice.

#### **1.3.2. Value-Adds**

- a) 3 quotes per inquiry (as and when required)
- b) Designated travel manager/senior consultant to manage NLM account
- c) Maximum turnaround time of 24 hours from submission of a quote request
- d) SMS notification
- e) Government rates to apply for the municipality
- f) Cost-saving yet economical fees to be offered
- g) Management information and billing reports derived from the booking database
- h) Traveler profile management
- i) Provide a minimum of three (3) standard monthly reports that are in line with the National Treasury Cost Containment Instructions. As well as reports required by the NLM's appointed Project Manager.
- j) Transition plan for implementing uninterrupted services due to staff rotation or movement
- k) After-hour services
- l) Emergency services
- m) Financial management
- n) Quality management system
- o) Regional travel
- p) VIP/Executive services
- q) Health warnings
- r) Weather forecasts
- s) Travel alerts
- t) Rules and procedures of airports and carriers
- u) Business etiquette specific to the country
- v) Baggage control details
- w) Supplier updates
- x) Global travel risk management
- y) Extras, i.e. airline carrier, hotels and car rental company's relationship building sessions

**Service fees /charges provided by the applicant will be used as the basis for evaluation of the tenders for pricing purposes.**

#### **1.4. Location**

The NLM is based in the Eastern Cape, under the Sarah Baartman District Municipality, with its main operating offices in Port Alfred.

#### **PERFORMANCE OF SUCCESSFUL BIDDER**

The successful bidder will undergo a performance review by the Ndlambe Municipality upon delivery of each order to assess the bidder's performance. If the successful bidder continuously underperforms or does not meet the service level required as per the contract, the service provider will be issued a written notification of such poor service. Continued poor performance will result in the termination of the contract.

Signature of the bidder.....

## Functionality Evaluation

The bid will be subject to a functionality evaluation, to determine the technical capability of the bidder.

Bidders must obtain a minimum functionality score of 70 points out of 100 points to proceed to the Price and Specific Goals evaluation stage. Bidders failing to achieve the minimum score stated above, will be disqualified from further evaluation.

<b>DETAILED BREAKDOWN OF FUNCTIONALITY POINTS</b>		
<b>Details</b>	<b>Points Score</b>	<b>Item Max. Points</b>
<b>1. Company Experience:</b> To score points, the bidder must demonstrate relevant experience with corporate travel and related services in a similar environment. The bidder shall provide reference letters from previous/current clients demonstrating the required experience.  Failure to provide the specified documentation will result in a score of zero for this criterion.		60
1.1 3 Reference/Appointment Letters	60	60
1.2 2 Reference/Appointment Letters	40	
1.3 1 Reference/Appointment Letter	20	
<b>2. Locality</b> To score points, the bidder must submit proof of locality.		20
2.1 Residing within the NLM area of jurisdiction	20	20
2.2 Residing within the Sarah Baartman District Municipality area of jurisdiction	15	
2.3 Residing within the Eastern Cape	10	
2.4 Residing outside the Eastern Cape	5	
<b>TOTAL EVALUATION SCORE FOR FUNCTIONALITY</b>		<b>80</b>



















**Minimum score for functionality is 56/80 points.**

**INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION**

The information required for the functionality evaluation must be submitted in the following format:

**COMPANY EXPERIENCE**

1. List of previous experience the service provider has been operating and providing similar services in respect of Corporate Travel services as requested by the NLM

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						  
2.						  
3.						  
4.						  
5.						  
6.						  

Where more space is required for other products, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly. Alternatively, a copy of this page can be made for the relevant item.

## RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

<b>A</b> Company	<b>B</b> Partnership	<b>C</b> Joint Venture	<b>D</b> Sole Proprietor	<b>E</b> Close Corporation	<b>F</b> Other (Specify)

I/We, the undersigned, am/are\* duly authorised to sign the Tender Form for this contract on behalf of..... (bidding entity) acting in the capacity of ..... (Position in the Enterprise), and will sign as follows..... , the Bid/Tender, and all documents and/or correspondence of this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature:

\_\_\_\_\_

Witness 2 Signature:

\_\_\_\_\_

Chairperson's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Name of Directors/Members or Partners	Capacity	Signature	Date

**Note:**

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

Alternative a resolution taken by the parties to the bidding entity may be attached to this bid, authorizing a signatory for THIS bid.

**FORM OF OFFER**  
**TENDER 28/2425 – TRAVEL AND RELATED SERVICES(PURCHASES) (MBD 3.1)**

Name of Bidder: _____	Bid Number: Tender 28/2425
Closing Time: 12:00 (NOON)	Closing Date: 07 July 2025

**TENDER WILL BE VALID FOR 90 CALENDAR DAYS**

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We\* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We\* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

\_\_\_\_\_ (AMOUNT IN WORDS)

**TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE**

R.....

I the undersigned (Full Names) .....duly authorized thereto hereby undertake to supply all the stipulated goods to Ndlambe Local Municipality in accordance with the requirements and specifications stipulated in Tender No. 28/2425 for the **TRAVEL AND RELATED SERVICES** as per the above price/s quoted. The offer/s remains binding upon me/company/close cooperation and open for acceptance by Ndlambe Local Municipality during the validity period indicated and calculated from the closing time of the bid.

Signed on this..... day of .....2025, at  
 ..... (Place)

**SIGNATURE OF AUTHORISED PERSON:** .....

**NAME OF AUTHORISED PERSON:** .....

**On behalf of the bidder (Company Name)**.....

WITNESS 1: .....

WITNESS 2: .....

	<b>SERVICE FEE / COST PER TRAVELER / EVENT IN RANDS (EXCL. VAT)  (DOMESTIC)</b>	<b>THE BIDDER OFFERS THE SERVICES  INDICATE WITH (Y/N)</b>
<b>AIR TRAVEL</b>		
Domestic		
International	<b>N/A</b>	
Re-issuing of Lost/Stolen Tickets		
Re-issuing of Tickets changes - no airline cost incurred		
Late Reservations Changes on Confirmed Flights Bookings		
Cancellation fees after stipulated deadlines		
No- show fees for confirmed flight reservations		
Refund of prepaid tickets		
Processing of ID or passport documents		
Collection and delivery of passports		
Processing of visas		
Collection and delivery of visas		
Processing of foreign exchange request		
Travel insurance		
Travel / client service/ appointments (Embassy booking)		
<b>SHUTTLE SERVICES</b>		
Shuttle services from airport to intended destination (per km)		
<b>CAR HIRE</b>		

Car hire processing		
Car hire - cancellation/no show		
Bill back		
Changes to car hire		
Refunds		
<b>ACCOMMODATION</b>		
Booking fee		
Refunds		
Processing and issuing of market priced vouchers		
Late reservation changes to confirmed hotel bookings		
Cancellation fees after stipulated deadlines		
No- show fees for confirmed reservations		
Arrangements of NLM meetings/conferences		
Implementation fees for conferences		
Cancellation fees for conferences		
<b>ADMINISTRATION FEES</b>		
Document Charges e.g. Traffic fines		
Administration fee per invoice		
<b>Emergency services</b>		
After hours emergency assistance		
Emergency visa fee per passport		
Emergency visa fee per passport - 3rd party		
Domestic booking - flight only		

International booking - flight only		
Regional booking - Bordering SA only		
Changes, advice, cancellations, queries, voucher requests, visas, flight schedules, health, directions, etc.		
Changes to car or hotel bookings		
Voucher request to be sent to client/supplier		
Re- issue of tickets		
New hotel, car transfer request		
Online ticketing (self -booking tools)		
Request for ticket issue (booking by travel office)		
<b>OTHER</b>		
Other services, i.e. local and international conferences/tourism logistical takeover/ rental of office space, i.e. payment of conference fees (third party fees), etc.;		

**INTERNATIONAL:**

	<b>SERVICE FEE / COST PER TRAVELER / EVENT IN RANDS (EXCL. VAT)  (INTERNATIONAL, WHERE APPLICABLE)</b>	<b>THE BIDDER OFFERS THE SERVICES  INDICATE WITH (Y/N)</b>
<b>AIR TRAVEL</b>		
Domestic	<b>N/A</b>	
International		
Re-issuing of Lost/Stolen Tickets		
Re-issuing of Tickets changes - no airline cost incurred		
Late Reservations Changes on Confirmed Flights Bookings		
Cancellation fees after stipulated deadlines		
No- show fees for confirmed flight reservations		
Refund of prepaid tickets		
Processing of passport documents		
Collection and delivery of passports		
Processing of visas		
Collection and delivery of visas		
Processing of foreign exchange request		
Travel insurance		
Travel / client service/ appointments (Embassy booking)		
<b>SHUTTLE SERVICES</b>		
Shuttle services from airport to intended destination (per km)		

	<b>SERVICE FEE / COST PER TRAVELER / EVENT IN RANDS (EXCL. VAT)  (INTERNATIONAL, WHERE APPLICABLE)</b>	<b>THE BIDDER OFFERS THE SERVICES  INDICATE WITH (Y/N)</b>
<b>CAR HIRE</b>		
Car hire processing		
Car hire - cancellation/no show		
Bill back		
Changes to car hire		
Refunds		
<b>ACCOMMODATION</b>		
Booking fee		
Refunds		
Processing and issuing of market priced vouchers		
Late reservation changes to confirmed hotel bookings		
Cancellation fees after stipulated deadlines		
No-show fees for confirmed reservations		
Arrangements of NLM meetings/conferences		
Implementation fees for conferences		
Cancellation fees for conferences		
<b>ADMINISTRATION FEES</b>		
Document Charges e.g. Traffic fines		
Administration fee per invoice		
<b>Emergency services</b>		

	<b>SERVICE FEE / COST PER TRAVELER / EVENT IN Rands (EXCL. VAT)  (INTERNATIONAL, WHERE APPLICABLE)</b>	<b>THE BIDDER OFFERS THE SERVICES  INDICATE WITH (Y/N)</b>
After hours emergency assistance		
Emergency visa fee per passport		
Emergency visa fee per passport - 3rd party		
Domestic booking - flight only		
International booking - flight only		
Regional booking - Bordering SA only		
Changes, advise, cancellation, queries, voucher requests, visas, flight schedules, health, directions etc.		
Changes to car or hotel bookings		
Voucher request to be sent to client / supplier		
Re- issue of tickets		
New hotel, car transfer request		
Online ticketing (self -booking tools)		
Request for ticket issue (booking by travel office)		
<b>OTHER</b>		
Other services, i.e. local and international conferences/tourism logistical takeover, i.e. payment of conference fees (third party fees), etc.;		

**NOTE:**

1. All prices tendered must be stated on schedule C on a cost per traveller / event basis and will form part of the bid evaluation process. A detailed pricing is to be attached and submitted with the bid proposal.

The prices indicated on the above schedules shall be used to evaluate the bidders pricing submission on a per traveller basis. The bidder is to provide the service fees applicable to each traveller.

2. All applicants / bidders must take note of National Treasury Circular no. 82 (extract below) with reference made to Travel and Subsistence and which must be fully considered in the prices tendered in Annexure C.

3. In addition, applicants/bidders must take note of Instruction 07 Of 2022/2023: Cost Containment Measures related to Travel and Subsistence (extract below).

4. The successful bidder will be subject and bound to any future travel and subsistence regulations, instructions, circulars, policies and agreements concluded by National Treasury / Office of the Chief Procurement Officer, and which are related and applicable to the NLM.

**EXTRACT FROM MFMA CIRCULAR NO. 82**

***“Travel and subsistence***

*The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore, municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.*

***Net and Non-Commissionable Rates***

*All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed & Breakfast establishments.*

***Rebates, Overrides, Volume based income***

*In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016, these payments and the practice of overrides is to discontinue for Government business.*

**2.1 National Travel Policy**

The Treasury will implement a Government Travel Policy as of 1 April 2016. This will be available on the OCPO's website:

<http://ocpo.treasury.gov.za/BuyersArea/Legislation/Pages/default.aspx>

## **2.2 Air Travel**

*Treasury has negotiated with the two “Full-Service Carriers”, i.e. SAA and BA for discounted rates for government officials for domestic air travel. (These rates are not applicable for International Air Travel.).*

*For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceeds 5 hours, consideration may be applied.*

*For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceeds 5 hours, consideration may be applied.*

*Treasury will be entering into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016 in the interim, where after the agreements will be reviewed with a view of longer-term applicability.*

*The premise of Best Fare on the Day will be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Other Low-Cost Carriers may also be requested for quotations. Please note that all discounted rates are subject to class availability.*

*Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full-service carrier representative, they are to inform National Treasury with the agents’ name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full-service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.*

*Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.*

*Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.*

## **2.3 Domestic Hotel Accommodation**

*National Treasury has negotiated maximum allowable rates with four hotel groups. A non-exclusive MOU is being entered into with the hotels over a period of six months from 1 April to 30 September 2016 while National Treasury prepares for an open bid process. The hotels are as follows, Premier Group, Protea Hotels, City Lodge and Tsogo Sun. The instruction to travel agents must be to obtain quotes from each of the four hotels; however, it is not necessarily limited to them as accommodation depends on availability, locality and rates, which could be lower. Competition and cost effectiveness must remain a key principle.”*

## **EXTRACT FROM INSTRUCTION 07 OF 2022/2023: COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE**

### **“5.6 ENGAGEMENT OF TRAVEL MANAGEMENT COMPANIES**

5.6.1 *The Institution may appoint one or more Travel Management Companies. This must be done in accordance with the applicable prescripts and instructions issued by National Treasury to effectively and efficiently manage the Institution’s travel services.*

5.6.2 *The working relationship between the TMC and the Institution shall be regulated by a Service Level Agreement, which amongst others, shall require the TMC to:*

- a) *obtain the best possible travel arrangements with the most competitive option when making travel bookings. In doing so, the TMC must be mindful of cost and value for money and provide competitive rates and best prices; and*
- b) *constantly provide feedback on bookings including any pertinent information regarding the Official Business trip to the Traveller, and resolutions of any concerns raised by Travellers on the services rendered by the TMC.*

5.6.3 *The Institution must manage the TMCs to deliver cost-effective and operationally efficient support in achieving the Institution’s mandate.*

5.6.4 *All rates offered by TMCs to Institutions for domestic air and land arrangements must be net and non-commissionable.<sup>26</sup> This will include rates offered by domestic airlines, hotels, car rental companies and the informal accommodation market e.g. Guest Houses, Bed & Breakfast or similar establishments.*

5.6.5 *A transparent relationship between the Institution and the TMC must be maintained and any commissions earned through an Institution’s volumes will be reimbursed to that Institution. Where it is found or suspected that commissions are earned by the TMC for a specific Institution’s travel bookings, the Institution may demand that all these commissions be declared and reimbursed to the relevant Institution or set-off against the TMC fees to the credit of the Institution.*

5.6.6 *Institutions will only pay the transaction fees or management fees as agreed in the Service Level Agreement between the parties and the actual cost of the airline ticket, Accommodation, car hire or shuttle service.*

5.6.7 *In the absence of the contracted services of a Travel Management Company, Institutions must administer the procurement of travel related services via the prescribed procurement processes.*

5.6.8 *Only the services as approved and described on the Travel Voucher that correspond with the Travel Authorisation Form is for the account of the Institution and the TMC only invoices this to the Institution. The Institution may instruct the TMC to invoice all other unauthorised expenses separately to the Institution. The Institution must settle the account, and if the Traveller is found liable, recover the amount from the Traveller, subject to the applicable prescripts.*

5.6.9 *In the event of an After-Hours Reservation, the TMC must execute the request based on a verbal approval or approval via Short Message Service (SMS) or email from the Authorising Official. The Institution must present the Travel Authorisation Form or purchase order to the TMC within 72 hours after the request was executed by the TMC or where not practical, within 24 hours upon return to the place of work, to avoid irregular or fruitless and wasteful expenditure. The TMC must follow up with the Institution and upon failure by the Institution to submit the Travel Authorisation Form or purchase order, the TMC may proceed to invoice the transaction.”*



## NDLAMBE LOCAL MUNICIPALITY – MBD 4

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tenders@ndlambe.gov.za  
<http://www.ndlambe.gov.za>

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

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

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

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 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) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....  
.....

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

3.10.1 If yes, furnish particulars.  
.....  
.....

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

3.11.1 If yes, furnish particulars  
.....  
.....

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

3.12.1 If yes, furnish particulars.  
.....  
.....

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

3.13.1 If yes, furnish particulars.  
.....  
.....

3.14 Do you or any of the directors, trustees, managers, principal 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:  
.....  
.....

1. Full details of directors / trustees / members / shareholders:

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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



# NDLAMBE LOCAL MUNICIPALITY – MBD 5

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## DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED) - Para 22 of the 2020/2021 SCM Policy

For all procurements expected to exceed R5 million (VAT included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

**\*YES/NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?

**\*YES/NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....  
.....  
.....

Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**\*YES/NO**

3.1 If yes, furnish particulars

.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES/NO**

Has any contract been awarded to you by an organ of state during the past five years, including particulars

4.1 If yes, 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**



## NDLAMBE LOCAL MUNICIPALITY – MBD 6.1

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### SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

#### 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. Points shall be awarded for:

- 1.2.1. Price;
- 1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
- 1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

1.4. The maximum points for this bid are allocated as follows:

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	<b>Total points</b>	<b>100</b>	<b>100</b>

1.5. 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.

1.6. Failure on the part of a bidder to submit proof of locality with the bid, will be interpreted to mean that preference points for Bidder Locality are not claimed.

1.7. Ndlambe Local Municipality 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 specific goals, in any manner required by the municipality.

## 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) "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) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (j) "specific goals" means specific goals as contemplated in Para 4 of Ndlambe Municipality's Preferential Procurement Policy.

## 3. BID DECLARATION – SPECIFIC GOALS

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = \_\_\_\_\_ Points claimed = \_\_\_\_\_(see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

### N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: \_\_\_\_\_

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

**N.B. a recent Municipal Billing Certificate (not dated earlier than two months before the bid closing date) to be attached.**

**4. DECLARATION WITH REGARD TO COMPANY/FIRM**

4.1 Name of company/firm: \_\_\_\_\_

4.2 VAT registration number (if a VAT Vendor) \_\_\_\_\_

4.3 CSD (Central Supplier Database) number: MAAA \_\_\_\_\_

**4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

\_\_\_\_\_

**4.5 MUNICIPAL INFORMATION**

Municipality where business is situated: \_\_\_\_\_

Registered Account Number: \_\_\_\_\_

Stand Number: \_\_\_\_\_

4.6 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 and Locality in paragraphs 1.4 and 3 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 3, 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
1.....
2.....

SIGNATURE(S) OF BIDDERS(S)	
DATE:	.....
ADDRESS	.....



## NDLAMBE LOCAL MUNICIPALITY – MBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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---

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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



## NDLAMBE LOCAL MUNICIPALITY – MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



# CERTIFICATE FOR MUNICIPAL SERVICES

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Information required in terms of Ndlambe Municipality's Supply Chain Management Policy, Para 14(5)(b):

Tender Reference or Description: Tender 28/2425 – TRAVEL AND RELATED SERVICES

Name of Bidder:

### FURTHER DETAILS OF THE BIDDER/S: Proprietor/Director(s)/Partners, etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender documents.

Name of Director/Member/ Partner	Identity Number	Physical residential address of Director/Member/ Partner	Municipal Account number(s)

I, \_\_\_\_\_, the undersigned,

(full name in block letters) certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or municipal entity in respect of which payment is overdue for more than 30 days.

\_\_\_\_\_

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder/Contractor

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

**Please note:**

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.



**AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE  
NDLAMBE MUNICIPALITY**

Causeway Road  
P O Box 13  
Port Alfred  
6170

Phone: (046) 604 5500  
Fax: (046) 604 2702  
tenders@ndlambe.gov.za <http://www.ndlambe.gov.za>

To: THE MUNICIPALITY MANAGER, NDLAMBE MUNICIPALITY

From: \_\_\_\_\_  
(Name of tenderer)

**RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE NDLAMBE  
MUNICIPALITY**

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Municipality Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the NDLAMBE MUNICIPALITY, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the NDLAMBE MUNICIPALITY to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below to give effect to b) above;
- d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (if the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Physical <b>Business</b> address(es) of the tenderer	Municipal Account Number

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member/Partner	Identity Number	Physical <b>residential</b> address of Director / Member / Partner	Municipal Account number(s)

\_\_\_\_\_  
Signature  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

# NDLAMBE MUNICIPALITY



## TENDER 28/2425 TRAVEL AND RELATED SERVICES

### ADDITIONAL DOCUMENTATION

Attach further required documentation after this page  
(refer also to Tender Invitation Notice and elsewhere in the Bid Documentation):

1. CSD REPORT
2. CIDB GRADING REPORT
3. TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED
4. ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS
5. MUNICIPAL ACCOUNT NOT OLDER THAN THREE MONTHS
6. PROOF OF JOINT VENTURE AGREEMENT (IF APPLICABLE)

**BIDDER MUST ATTACH THE CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT**

**BIDDER MUST ATTACH CONFIRMATION OF THEIR CIDB GRADING**

**TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS)  
MUST BE ATTACHED**

**ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS**

**THE BIDDING ENTITY AS WELL AS ALL ITS DIRECTORS MUST SUBMIT A MUNICIPAL ACCOUNT WHICH IS NOT MORE THAN THREE (3) MONTHS IN ARREARS**

**ATTACH PROOF OF JOINT VENTURE AGREEMENT**

# GENERAL REQUIREMENTS

- 1 The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate and will be evaluated inclusive of VAT.

The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

- 2 **COMPETENCY REQUIREMENTS**

The service provider should have expertise and experience in the provision of services of a similar nature to the services requested by the NDLAMBE MUNICIPALITY.

- 3 **COMPLETENESS OF THE BID INFORMATION**

The NDLAMBE MUNICIPALITY may request clarification or additional information regarding any aspect of the bid. The Bidder must supply the requested information within 48 hours after the request has been made.

- 4 **TERMINATION FOR DEFAULT**

The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods or provide the required services within the period(s) specified in the contract, or within any extension thereof granted by the client;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services.

However, the service provider shall continue the performance of the contract to the extent not terminated.

- 5 **EVALUATION CRITERIA**

The evaluation of this Bid will be conducted in the following:

- a) **Assessment of Compliance to bid conditions and scope of work**

Bids will be assessed for compliance to the bid requirements and scope of works after which they will progress to the 80/20 evaluation.

- b) **Assessment of functionality**

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold for functionality as per the Bid invitation and will not proceed to the evaluation for price and specific goals. All responses to this Request for bids shall be evaluated in terms of the Functionality Criteria and Score Sheet which is to be completed by all bidders and, documentation supporting each criteria must be supplied.

**Functionality Criteria**

1.	Relevant experience	60
2.	Locality	20
<b>TOTAL</b>		<b>80</b>

The minimum functionality score is 56/80

**c) Preference points systems and Specific Goals**

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 points for specific goals as follows as per the MBD 6.1 document.

- a. The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

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

Where

$P_s$  = Points scored for price of tender under consideration;  $P_t$  = price of tender under consideration; and  $P_{min}$  = price of lowest acceptable tender.

- b. The following tables shall be used to award points for B-BEE contribution and locality points as per the Ndlambe Municipality specific goals.

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

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

**N.B. B-BBEE Certificate or Affidavit to be attached as per invitation to tender.**

Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: \_\_\_\_\_

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

**Evidence required to claim locality points: –**

- A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction is not in arrears for more than three months, is to be attached , or
- Lease agreement with a Ndlambe Municipality address, or
- A statement of account with a Ndlambe Municipality address

**Where a lease agreement or statement of account has been provided, it subject to the address of the bidder being the same as that on their company registration documents, Central Supplier Database preferred address and has not changed for a period of two years.**

A Bidder failing to submit proof of B-BBEE status level of contributor will score zero(0) points. A Bidder will not be awarded points for B-BBEE status level of contributor if the response indicates that the Bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

The points scored by an Bidder for specific goals will be added to the points scored for price.

The points scored will be rounded off to the nearest two decimal places. The contract shall be awarded to the Bidder scoring the highest points.

If the price offered by a bidder scoring the highest points is not market related, the Ndlambe Municipality may not award the contract to that bidder.

The Ndlambe Municipality may:

- a) negotiate a market related price with the Bidder scoring the highest points or cancel the bid;
- b) if the Bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid;
- c) if the Bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid.
- d) If a market related price is not agreed, the NDLAMBE MUNICIPALITY will cancel the bid.

## 2 COMPULSORY SUB-CONTRACTING

The tender is subject to subcontracting as indicated in the scope of work.

## 3 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked "where after, Bids will be opened in public as per the invitation to tender. Late, telephonic, faxed and emailed electronic bids will not be accepted.

## 4 RETURNABLES:

The following documents must be submitted with the bidder's Application:

### 4.1 Applications to be submitted by a Trust require certified copies of:

4.1.1 The Trust Deed and any amendments thereto;

4.1.2 The Trust's Letters of Authority and endorsements thereto;

### 4.2 Applications to be submitted by a Partnership require certified copies of:

4.2.1 The applicable Partnership Agreement;

4.3 The Identity Document or Registration Document of each partner. Applications to be submitted by a Natural Person require a certified copy of the persons ID.

4.4 Each Bidder shall note the functionality criteria score sheet and, where applicable, documentation supporting each criterion in the functionality table must be supplied.

**4.5 Each Bidder shall complete the form of offer, failure to complete the form of offer will deem the bid non-responsive.**

4.6 Each Bidder shall submit proof of B-BBEE status level of contributor as per the invitation to tender. Failure to submit will result in zero (0) points scored for the B- BBEE points in the specific goals.

4.7 Each Bidder must complete and submit the MBD 4 hereto given Paragraph 44 of the Supply Chain Management Policy of the NDLAMBE MUNICIPALITY which provides that:

4.7.1 Irrespective of the procurement process followed, no award may be made to a person:

4.7.1.1 who is in the service of the state;

4.7.1.2 if that person is not a natural person, of which any director,

manager, principal shareholder or stakeholder is a person in the service of the state; or

4.7.2 a person who is an advisor or consultant contracted with the NDLAMBE MUNICIPALITY.

4.8 Each Bidder shall complete and submit the Certificate of Independent Bid Determination.

4.9 Each Bidder shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD).

4.10 Each Bidder shall submit proof of valid and compliant SARS Tax status issued in respect of Good Standing, through a SARS Tax pin/Tax Clearance Certificate or CSD SARS compliant status.

4.11 Proof of its VAT registration number, where applicable.

4.12 All Bidders should furnish proof that all amounts due to the Ndlambe Municipality by the Bidder, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Bidders whose address or registered office is not within the jurisdiction of the Ndlambe Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.

4.13 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.

4.14 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, if applicable.

4.15 Details of services provided by the Bidder to any organ of state in the last five (5) years.

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**BID FORM AND IMPORTANT CONDITIONS**

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- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Ndlambe Municipality on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
- 2 I/We agree that:
  - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Accounting Officer during the validity period indicated and calculated from the closing time of the Bid;
  
  - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
  
  - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the NDLAMBE MUNICIPALITY may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the NDLAMBE MUNICIPALITY and I/we will then pay to the NDLAMBE MUNICIPALITY any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bids and by the subsequent acceptance of any less favorable Bid, the NDLAMBE MUNICIPALITY shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the NDLAMBE MUNICIPALITY may sustain by reason of my/our default;
  
  - (d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).
  
- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
  
- 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.
  
- 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
  
- 6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.
  
- 7 Are you duly authorized to sign the Bid? **\*YES / NO**
  
- 8 Has the Declaration of Interest been duly completed and included with the other Bid forms? **\*YES / NO**

***\*Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER \_\_\_\_\_  
DATE: \_\_\_\_\_

Please complete the following in block letters

Capacity and particulars of the authority under which this Bid is signed \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Facsimile number(s) \_\_\_\_\_

Bid Number \_\_\_\_\_

Name of contact person .....

\_\_\_\_\_

-----

### **IMPORTANT CONDITIONS**

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. This Request for tender forms part of the official Supply Chain Management Processes of the Ndlambe Municipality and in the event of any conflict between the Supply Chain Management Policy and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.
6. Late and incomplete bids will not be accepted. The only or lowest bid will not necessarily be accepted and the Ndlambe Municipality reserves the right to accept the whole or any portion of a bid, or not to make an award.
7. Posted, e-mailed, or faxed applications will not be accepted.
8. Receipt by the NDLAMBE MUNICIPALITY of the Bidder's response shall not in any manner whatsoever oblige the NDLAMBE MUNICIPALITY to enter any negotiations or to enter into any contract with the Bidder and any award made in terms of this bid shall be subject to an agreement being concluded between the Bidder and the NDLAMBE MUNICIPALITY on terms and conditions acceptable to the Accounting Officer of the NDLAMBE MUNICIPALITY.
9. NDLAMBE MUNICIPALITY accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid.
10. Any costs and/or expenses incurred by any Bidder in submitting its response shall be for the exclusive account of the Bidder and the NDLAMBE MUNICIPALITY shall not be liable in this respect whatsoever.
11. The Bidder acknowledges and agrees that it shall have no claim or claims whatsoever against the NDLAMBE MUNICIPALITY, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Bidder of its response pursuant to the Bidder having been invited to submit same in terms of this documentation.

12. Any Bidder:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the Ndlambe Municipality in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this bid will result in the application not being considered.

14. The Bidder acknowledges that this bid request is for the Bidder to submit a response to the NDLAMBE MUNICIPALITY as constituted by this document, it does not confer on the Bidder any legal right or entitlement or legitimate expectation in relation to the NDLAMBE MUNICIPALITY and the Bidder acknowledges that this bid similarly does not impose or create any obligation on the NDLAMBE MUNICIPALITY to be discharged in favour of the Bidder.

15. No verbal and / or telephonic queries and clarifications will be entertained by the NDLAMBE MUNICIPALITY and must be made in writing and will be responded to accordingly. The NDLAMBE MUNICIPALITY reserves the right to circulate the questions and answers to all registered Bidders in the form of a bulletin. **All queries and clarifications are to be addressed to tenders@ndlambe.gov.za, the tender reference number Tender 28/2425 must clearly be stated subject line. The cut-off date for such queries and clarifications will be the close of business on Wednesday, 22 January 2025.** Responses to queries received will be published on the municipal website where the notice has been placed. The onus is on bidders to monitor the website to be able to view queries and responses provided that shall be used to complete the tender document.

## BID CHECK LIST

This list is aimed at assisting all bidders to submit complete bid documents.

Bidders are to check the following points before the submission of their tender document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned. If any of the items are marked as NO – it might lead to the disqualification of your bid.

ITEM	DESCRIPTION	YES	NO
1.	Provided copy of your company registration document.		
2.	Provided certified copy of your company VAT registration Certificate		
3.	Tax clearance certificate/copy of tax compliance status (TCS) document has been submitted – in the name of the bidding entity		
4.	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, which is in arrears for more than three (3) months? No bid will be awarded to a company and its directors that owe more than three (3) months charges to any municipality or metro.		
5.	Lease agreement/municipal account of not older than three months in the name of the bidding entity.  (Copy of the lease agreement will only be accepted if water and lights are part of lease payment).		
6.	<ul style="list-style-type: none"> <li>▪ Valid B-BBEE Rating Certificate or letter from registered auditor</li> <li>▪ Consolidated B-BBEE certificate / letter in case of a trust, consortium or joint venture.</li> </ul>		
7.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD forms duly completed and signed.		
8.	All pages requiring information have been completed in full and in black ink.		
09.	No pages removed from the tender document		
10.	The pricing schedule has been signed.		
11.	A copy of the resolution of your Board of Directors, similar to the attached specimen, authorizing the signatory to sign the tender and the subsequent contracts, has been attached and signed.		
12.	JV agreement has been attached and signed (if applicable)		
13.	Bidder must attach the Central Supplier Database (CSD) registration summary report.		

14.	In case of any amendments made, was it signed in full by the authorized signatory? Please note that the use of tipp-ex will lead to immediate disqualification.		
15.	<p>Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence.</p> <ul style="list-style-type: none"> <li>▪ Personal Tax Numbers included</li> <li>▪ State Employee Number / Persal Number</li> <li>▪ Identity number</li> <li>▪ Name</li> </ul>		
16.	Please take note of the functionality evaluation criteria that will be applied to your submission in order to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed. Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

**PLEASE NOTE:**

- No contract will be awarded to a service provider if the service provider or its directors are in arrears with their municipal accounts for more than three (3) months.
- In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, like tax clearance certificates, municipal accounts, etc.
- No communication with Ndlambe Municipal officials is allowed after the closing date of the tender. The only authorized form of communication will be through the Supply Chain Management Office.
- No bids will be accepted if not submitted on the correct closing date and time in the tender box located at the Supply Chain Management Offices at the Ndlambe Municipality. No late bids will be considered, even if only late by a minute.