

|                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| <b>ABOVE R30 000 to R300 000</b>                                                                                                                                                       | <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <b>NDLAMBE LOCAL MUNICIPALITY</b><br/> <b>Port Alfred</b> </div> <div style="text-align: right;">           Phone: (046) 604 5500<br/>           Fax: (046) 624 2669<br/> <a href="mailto:quotations@ndlambe.co.za">quotations@ndlambe.co.za</a><br/> <a href="http://www.ndlambe.co.za">http://www.ndlambe.co.za</a> </div> </div> <div style="text-align: center; margin-top: 10px;"> <small>Causeway Road<br/>P O Box 13<br/>Port Alfred<br/>6170</small> </div> <div style="text-align: center; margin-top: 10px;"> <small>Please address all correspondence to The Municipal Manager</small> </div> |                             |              |
| <b>ADVERTISEMENT DATE:</b>                                                                                                                                                             | <b>04 AUGUST 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |              |
| <b>RFQ NUMBER:</b>                                                                                                                                                                     | <b>002764</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |              |
| <b>NOTICE NUMBER:</b>                                                                                                                                                                  | <b>168/2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>DESCRIPTION OF GOODS/SERVICES:</b>                                                                                                                                                  | <b>APPOINTMENT OF SERVICE PROVIDER FOR EMPLOYMENT VERIFICATION SERVICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |              |
| <b>CLOSING DATE:</b>                                                                                                                                                                   | <b>14 AUGUST 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |              |
| <b>TIME:</b>                                                                                                                                                                           | <b>12H00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |              |
| <b>VALIDITY PERIOD</b>                                                                                                                                                                 | 90 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |              |
| <b>SUBMISSIONS:</b>                                                                                                                                                                    | Bids must be placed separately in sealed envelopes marked <b>“NOTICE 168/2026 or RFQ 002764 – APPOINTMENT OF SERVICE PROVIDER FOR EMPLOYMENT VERIFICATION SERVICES”</b> and must be deposited in the tender box at the SUPPLY CHAIN MANAGEMENT UNIT, First Floor, 44 Campbell Street, Port Alfred by not later than 12h00 on 14 August 2026. <b>Late submitted, unmarked, faxed, falsified or e-mailed offers will not be considered and will be disqualified.</b>                                                                                                                                                                                                                                                                                                                                             |                             |              |
| <b>DELIVERY DATE:</b>                                                                                                                                                                  | Within <b>05 working days</b> after the official Appointment letter has been provided to the appointed bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |              |
| <b>DELIVERY ADDRESS:</b>                                                                                                                                                               | Ndlambe Municipality through Mr. U Nondzube <a href="mailto:unondzube@ndlambe.gov.za">unondzube@ndlambe.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |              |
| <b>CONTACT PERSON (NLM):</b>                                                                                                                                                           | Mr. U Nondzube                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>CONTACT NUMBER:</b>      | 067 8088 088 |
| <b>EMAIL ADDRESS:</b>                                                                                                                                                                  | <a href="mailto:unondzube@ndlambe.gov.za">unondzube@ndlambe.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |              |
| <b>EVALUATION CRITERIA:</b>                                                                                                                                                            | TOTAL AMOUNT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES                         |              |
|                                                                                                                                                                                        | PER ITEM:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NO                          |              |
|                                                                                                                                                                                        | EVALUATION CRITERIA:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | See details in the document |              |
|                                                                                                                                                                                        | SITE MEETING DATE (Compulsory):<br><br><b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                         |              |
| <b>NAME OF BUSINESS:</b>                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>CSD NUMBER:</b>                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>CONTACT PERSON:</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>EMAIL ADDRESS:</b>                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>TELEPHONE OR CELL PHONE NUMBER:</b>                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>STREET ADDRESS OF BUSINESS:</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>AMOUNT:</b>                                                                                                                                                                         | <b>R</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |              |
|                                                                                                                                                                                        | (Only if the award is made on the total amount)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |
| <b>NOTE:</b><br>Only an official order OR appointment letter will be deemed a legal contract with the Council. No business may be conducted with a person in the service of the state. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |              |

## INSTRUCTION TO BIDDER

### **Bidders Shall Take Note of the Following Bid Conditions:**

1. Prices must be valid for at least ninety (90) days from the closing date. Confirmation of this effect should appear on the bid pricing document.
2. Prices quoted must be firm and must 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. Bidders should provide pricing in respect of all required items.
5. Bids that are late will not be considered, whilst the lowest or only quotation will not necessarily be accepted.
6. An original tax clearance certificate issued by SARS must accompany all quotations OR a tax reference number and **PIN** or **TCC** must be provided.
7. Bidders must complete the Council's Declaration of Interest form (**MBD4**).
8. Bidders must complete a Certificate of Independent Bid Determination (**MBD9**).
9. 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** as well as a
  - 9.1. **certified copy** of the proof of B-BBEE status level of contribution.
  - 9.2. A Municipal Billing Clearance Certificate which covers, if applicable, both the company and its directors, must accompany all bids (a declaration form is included in the returnable document).
10. A Municipal Billing Clearance Certificate (in respect of both the company and, if applicable, directors/owners) must accompany all bids.
11. Evidence of registration of the company on the Central Supplier Database (CSD) must be provided (Supplier Number).
12. It should be noted that, with respect of this bid, the 80/20 points system will be applied, 80 being for price and 20 for the Specific goals.
13. The award will be made in terms of the Municipality's Supply Chain Management Policy.
14. **Bidders are required to quote on all items, failing which they will be disqualified.**
15. **All bids must be submitted on the official bid document provided by the Ndlambe Municipality.**
16. **All documents and / packaging of courier must be clearly marked RFQ with the number. It remains the responsibility of the service provider/contractor to ensure that his quotation bid is clearly marked and placed in the correct box."**
17. **Bidders are hereby advised that a strict commencement period of Five (05) calendar days. This period includes, but is not limited to, the time required by the bidder to secure any necessary financing and to effect delivery of the goods or services to the Municipality. Failure to comply with this delivery requirement shall constitute a material breach of contract and will result in the cancellation of the bid and/or purchase order, without prejudice to any other rights or remedies available to the Municipality**

**QUOTATIONS WILL BE EVALUATED IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022, PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.**

**NB!! FAILURE TO COMPLY WITH THE ABOVEMENTIONED CONDITIONS WILL INVALIDATE YOUR QUOTE!!!**

**I hereby declare that I understand the above and is duly authorized to sign on behalf of the abovementioned company**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## SPECIFICATIONS

### **APPOINTMENT OF SERVICE PROVIDER FOR EMPLOYMENT VERIFICATION SERVICES**

The Ndlambe Municipality invites qualified service providers to submit proposals for the provision of employment verification services. The appointed service provider will be required to conduct thorough background checks in compliance with the **Municipal Finance Management Act (MFMA)** and all applicable municipal legislation.

#### **1. SCOPE OF WORK & SPECIFICATIONS**

The appointed service provider must be capable of performing the following employment verification services:

- **Identity Verification:** Confirmation of an individual's identity against the Department of Home Affairs records.
- **Criminal Record Checks:** Verification of an individual's criminal history through the South African Police Service (SAPS) or equivalent accredited institutions.
- **Credit Checks:** Assessment of financial history in accordance with the National Credit Act.
- **Qualification Verification:** Authentication of educational and professional qualifications through the South African Qualifications Authority (SAQA) or other recognized bodies.
- **Employment History Verification:** Confirmation of past employment, including positions held, tenure, and reasons for leaving.
- **Professional Membership Verification:** Validation of professional registrations with relevant councils or bodies.
- **Driver's License Verification:** Checking the validity and status of an individual's driving license.
- **Directorship & Conflict of Interest Checks:** Examination of involvement in companies and potential conflicts of interest.

The verification process must be conducted in full compliance with the **Protection of Personal Information Act (POPIA)** to ensure data privacy.

#### **2. COMPLIANCE & LEGAL FRAMEWORK**

The service provider must adhere to:

- **Municipal Finance Management Act (MFMA), Act 56 of 2003**
- **Protection of Personal Information Act (POPIA), Act 4 of 2013**
- **National Credit Act, Act 34 of 2005** (for credit checks)
- **South African Qualifications Authority Act, Act 58 of 1995** (for qualification verification)

The appointed service provider must have relevant accreditation and licensing to perform the required verifications.

#### **3. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

#### **4. FUNCTIONALITY (MINIMUM THRESHOLD: 60 POINTS)**

Bidders must demonstrate relevant experience in providing employment verification services by submitting **reference letters** from previous or current clients.

Reference letters must:

- Be on the client's official letterhead.
- Clearly indicate that the bidder provided employment verification services.
- Include the name of the client, a brief description of the services rendered, the contract period or date of service, and the contact details of the client representative.
- Be signed by an authorised representative of the client.

The Municipality reserves the right to verify any reference submitted.

| Criteria                                    | Points |
|---------------------------------------------|--------|
| Five (5) or more relevant reference letters | 100    |
| Four (4) relevant reference letters         | 80     |
| Three (3) relevant reference letters        | 60     |
| Two (2) relevant reference letters          | 40     |
| One (1) relevant reference letter           | 20     |
| No relevant reference letters submitted     | 0      |

**Minimum functionality threshold: 60 points.**

Only bidders achieving the minimum functionality threshold of **60 points** will proceed to the Price and Preference Points evaluation stage in accordance with the Municipality's Supply Chain Management Policy and applicable procurement legislation.

#### **5. TURNAROUND TIMES**

The service provider must be able to adhere to the timelines indicated below to be eligible for the provision of the employee verification services.

| <b>Item</b> | <b>Verification Service</b>                   | <b>Turnaround Time</b> |
|-------------|-----------------------------------------------|------------------------|
| 1           | Adverse Financial History                     | Immediate              |
| 2           | Bank Account Verification                     | 4 business hours       |
| 3           | Bank Code Verification                        | 3 business days        |
| 4           | Client Group Verification                     | 5 business days        |
| 5           | Combined Credit Checks                        | Immediate              |
| 6           | Combined Sequestration Check                  | Immediate              |
| 7           | Criminal Record Check                         | 2 business days        |
| 8           | Deeds Search                                  | Immediate              |
| 9           | Directorship Information                      | Immediate              |
| 10          | Employment History Verification               | 2 business days        |
| 11          | Fraud Listings Check                          | Immediate              |
| 12          | Identity Verification                         | Immediate              |
| 13          | Insurance Regulation Verification             | Immediate              |
| 14          | Licence Verification                          | 2 business days        |
| 15          | Firearm Licence Verification                  | 45 business hours      |
| 16          | Marital Status Verification                   | Immediate              |
| 17          | Professional Membership Verification          | 2 business days        |
| 18          | PSIRA Verification                            | 2 business days        |
| 19          | Psychometric Assessments                      | 5 business days        |
| 20          | Qualification Verification                    | 2 business days        |
| 21          | Retail Verification                           | Immediate              |
| 22          | SARS Individual Tax Clearance Certificate     | 2 business days        |
| 23          | Sanctions Screening                           | Immediate              |
| 24          | Skills Assessments                            | 5 business days        |
| 25          | Social Media Screening                        | 4 business days        |
| 26          | TransUnion Comprehensive Check                | Immediate              |
| 27          | TransUnion Notices                            | Immediate              |
| 28          | Vehicle Ownership Verification                | 3 business days        |
| 29          | World-Check Screening                         | Immediate              |
| 30          | Standard and Executive Reference Confirmation | 5 business days        |

**I hereby declare that I am duly authorized to sign on behalf of the abovementioned company**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## SUBMISSION OF INVOICES

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991. In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered VAT vendors MUST bear the following information:

- The words "TAX INVOICE" in a prominent place.
- Name, address and VAT registration number of the supplier.
- The name and address: Ndlambe Municipality, PO Box 13, Port Alfred, 6170.
- The Ndlambe Municipality VAT registration number: 4330101223.
- Unique VAT invoice number and date of issue.
- Accurate description of goods and/or services.
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Furthermore, the invoice must reflect the **PREFERRED BANKING DETAILS AS VERIFIED AND STATED IN THEIR CSD REPORT**. The onus is then on the bidder to ensure that the correct preferred account is noted on CSD and the invoice. The municipality shall not be liable for any payments to a preferred account of the bidder, that is not active.

Failure to comply with the above-mentioned will result in payments not being made timeously.

Also, take note that Ndlambe Municipality will not be liable for any late payments because of invalid Tax Invoices submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## NDLAMBE LOCAL MUNICIPALITY – MBD 4

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>

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, shareholder<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 6.1

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>

### 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 –<br>value up to R50<br>million | Maximum Points –<br>value above R50<br>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;
  - 4) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (i) "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 three 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

Causeway Road P  
O Box 13  
Port Alfred 6170

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

---

- 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?<br><br>(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).<br><br><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<br><input type="checkbox"/> | No<br><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)?<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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 THE 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

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>

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 *pe se* prohibition meaning that it cannot be justified under any grounds.
2. Municipal Supply Regulation 37(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:

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:

<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.

a) prices;

- b) geographical area where product or service will be rendered (market allocation)
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a bid;
- e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation. I, the undersigned, in submitting the accompanying bid:

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<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.

**EVALUATION CRITERIA****80/20 PREFERENCE POINT SYSTEM**

| COMPULSORY DOCUMENTS TO BE SUBMITTED BY SUPPLIERS                                                                                                                                                                                                                                                                                  | Comply<br>Please mark/tick<br>where applicable |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----|
| MBD 4 - Declaration of Interest                                                                                                                                                                                                                                                                                                    | YES                                            | NO |
| MBD 6.1 - Preference Points Claim form <ul style="list-style-type: none"><li>• Certified B-BBEE certificate or affidavit</li><li>• Municipal account for business or lease agreement</li></ul> <u>(See instruction to Tenderer and details in MBD 6.1 for proof required) 0 points will be allocated if incomplete or invalid)</u> | YES                                            | NO |
| MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices                                                                                                                                                                                                                                                             | YES                                            | NO |
| Declaration – Director's municipal accounts                                                                                                                                                                                                                                                                                        | YES                                            | NO |
| MBD 9 - Certificate of Independent Bid Determination                                                                                                                                                                                                                                                                               | YES                                            | NO |
| PRICING SCHEDULE                                                                                                                                                                                                                                                                                                                   | YES                                            | NO |
| Municipal accounts or lease agreements for directors                                                                                                                                                                                                                                                                               | YES                                            | NO |
| CSD REPORT                                                                                                                                                                                                                                                                                                                         | YES                                            | NO |
| Company registration documents- CIPC                                                                                                                                                                                                                                                                                               | YES                                            | NO |
| I hereby declare that I am duly authorised to sign on behalf of the abovementioned company                                                                                                                                                                                                                                         |                                                |    |
| <div><div>_____</div><div>PRINT NAME</div></div> <div><div>_____</div><div>SIGNATURE</div></div> <div><div>_____</div><div>DATE</div></div>                                                                                                                                                                                        |                                                |    |



## PRICING SCHEDULE

**RQF NO: 002764**

**TIME: 12:00 PM**

**CLOSING DATE: 14 August 2026**

**VENUE: SUPPLY CHAIN OFFICE**

| Item                    | Description                                            | Unit                           | Quantity | Unit price<br>(VAT exclusive) | Total Price<br>(VAT Exclusive) |
|-------------------------|--------------------------------------------------------|--------------------------------|----------|-------------------------------|--------------------------------|
| 1                       | Identity Verification                                  | Per verification               | 1        | R                             | R                              |
| 2                       | Criminal Record Check                                  | Per verification               | 1        | R                             | R                              |
| 3                       | Credit Check (including Combined Credit Check)         | Per verification               | 1        | R                             | R                              |
| 4                       | Qualification Verification                             | Per verification               | 1        | R                             | R                              |
| 5                       | Employment History Verification                        | Per verification               | 1        | R                             | R                              |
| 6                       | Professional Membership Verification                   | Per verification               | 1        | R                             | R                              |
| 7                       | Driver's Licence Verification                          | Per verification               | 1        | R                             | R                              |
| 8                       | Directorship and Conflict of Interest Check            | Per verification               | 1        | R                             | R                              |
| 9                       | Adverse Financial History                              | Per verification               | 1        | R                             | R                              |
| 10                      | Client Group Verification                              | Per verification               | 1        | R                             | R                              |
| 11                      | Deeds Search                                           | Per verification               | 1        | R                             | R                              |
| 12                      | Fraud Listings                                         | Per verification               | 1        | R                             | R                              |
| 13                      | Insurance Regulation Verification                      | Per verification               | 1        | R                             | R                              |
| 14                      | Psychometric Assessment                                | Per verification               | 1        | R                             | R                              |
| 15                      | Skills Assessment                                      | Per verification               | 1        | R                             | R                              |
| 16                      | Social Media Screening                                 | Per verification               | 1        | R                             | R                              |
| 17                      | Vehicle Ownership Verification                         | Per verification               | 1        | R                             | R                              |
| 18                      | Bank Account Verification                              | Per verification               | 1        | R                             | R                              |
| 19                      | Bank Code Verification                                 | Per verification               | 1        | R                             | R                              |
| 20                      | Combined Sequestration Check                           | Per verification               | 1        | R                             | R                              |
| 21                      | TransUnion Comprehensive Report                        | Per verification               | 1        | R                             | R                              |
| 22                      | TransUnion Notices                                     | Per verification               | 1        | R                             | R                              |
| 23                      | World Check                                            | Per verification               | 1        | R                             | R                              |
| 24                      | Reference Confirmation (Standard and Executive)        | Per verification               | 1        | R                             | R                              |
| 25                      | Firearm Licence Verification                           | Per verification               | 1        | R                             | R                              |
| 26                      | PSIRA Verification                                     | Per verification               | 1        | R                             | R                              |
| 27                      | SARS Individual Tax Clearance Certificate Verification | Per verification               | 1        | R                             | R                              |
| 28                      | Marital Status Verification                            | Per verification               | 1        | R                             | R                              |
| 29                      | Retail Verification                                    | Per verification               | 1        | R                             | R                              |
| 30                      | Sanctions Screening                                    | Per verification               | 1        | R                             | R                              |
| TOTAL (VAT Exclusive)   |                                                        |                                |          |                               | R                              |
| VAT 15% (if applicable) |                                                        | VAT registration nr:<br>4..... |          |                               | R                              |
| TOTAL (VAT INCLUSIVE)   |                                                        |                                |          |                               | R.....                         |

Bidders **must submit prices for all thirty (30) verification services** listed in the Pricing Schedule. Failure to quote on **any** item shall render the bid **non-responsive** and the bid will not be considered for further evaluation.

**NB!!! QUOTATIONS MUST BE VALID FOR 90 DAYS FROM CLOSING DATE**

**I hereby declare that I am duly authorised to sign on behalf of the abovementioned company**

\_\_\_\_\_  
**NAME OF THE BIDDER**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**