



Open Form

## STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q13.02.18

CALLING FOR QUOTATIONS FOR SERVICES  
( R 30 000 TO R 200 000.00 )

### *DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY FOR STEVE TSHWETE LOCAL MUNICIPALITY MP313 AREA*

<b>CLOSING DATE:</b>	<b>14/02/2018</b>	<b>TIME</b>	<b>12H00</b>
----------------------	-------------------	-------------	--------------

<b>NAME OF COMPANY</b>	
<b>TOTAL AMOUNT (MBD 3.1)</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING QUOTATION PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: YOUTH UNIT	
<b>Kenneth Mahlangu</b>		<b>Philile Nkosi</b>	
<b>Demand and Acquisition Manager</b>		<b>Acting Assistant Director: Youth Development</b>	
<b>TEL. NUMBER</b>	<b>013 249 7702</b>	<b>TEL. NUMBER</b>	<b>013 249 7055</b>
<b>QUOTATION ISSUED BY</b>			
<b>Kenneth Mahlangu</b>		LEGAL & ADMINISTRATION DEPARTMENT	
<b>Demand and Acquisition Manager</b>		<b>TEL. NUMBER</b>	<b>013 249 7702</b>
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	



# QUOTATION NOTICE & INVITATION

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Q13.02.18

**CLOSING DATE: 14/02/2018 AT 12H00**



## **DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY**

Quotation documents and specifications are available on the municipal website( [www.stlm.gov.za](http://www.stlm.gov.za))

The closing time for receipt of quotations is **12:00hrs on 14/02/2018**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to the Acting Assistant Director: Youth Development, Mr Philile Nkosi, on 013 249 7055. Fully completed quotation documents, clearly marked "**Quote No. Q13.02.18: DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at **S** Error! Reference source not found. **by no later than 12h00 on** Error! Reference source not found.. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respective of price and 20 points in respective of BBBEE. Bidders will be evaluated on functionality whereby a minimum score of 65 out of a possible 100 has to be obtained before financial proposals and BBBEE can be looked at.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- 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; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

### **The following documents have to be attached:**

- **Original certified copy of valid BBBEE certificate( non compulsory, failure to submit no points will be awarded)**
- **Valid Tax Clearance certificate & SARS Pin reference pin issued**
- **Copy of current municipal account( not older than 3 months)**
- **Copy of company registration certificate ( CK)**
- **Copy of CSD document and**

B KHENISA  
ACTING MUNICIPAL MANAGER  
STEVE TSHWETE LOCAL MUNICIPALITY  
Municipal Civic Building  
Wanderers Avenue, MIDDELBURG, 1050

Q13.02.18					
-----------	--	--	--	--	--

BIDDER

WITNESS

EMPLOYER

WITNESS

## C2 PRICING SCHEDULE

### C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The following words have the meaning hereby assigned to them:

Words/Abbreviation	Meaning
Example: M	Meter

- d) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the pricing schedule must be **exclusive of Value Added Tax (VAT)**.
- j) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or “-“
- k) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- l) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- m) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- n) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- o) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or “-“
- p) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

Q13.02.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## MBD 3.1 BID PRICE

Bid Number: **Q13.02.18**

**(Note : Contract amount to be carried over to Form of Offer C1.1.1)**

(Departments should amend pricing schedule according to pricing requirements and specifications)

ITEM	TASK / ITEM	(A) QUANTITY	(B) UNIT RATE PER MONTH (VAT EXCL)	UNIT RATE MEASUREMENT	(C) TOTAL COST PER MONTH (VAT EXCL) (A*B)	(D) COST PER ANNUM (VAT EXCL) (D*12)
1	<b>TIME BASED COSTS: (EXAMPLE) – FIXED</b>	1	R100 000	Per Item	Not applicable	R100 000
	<b>TIME BASED COSTS - RATES</b>	4000	R25,00	Per meter	R100 000	R1 200 000
1.1	<i>DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY</i>	1				
1.2						
1.3						
1.4						
1.5						
2	<b>OTHER COSTS: (TO BE INDICATED BY TENDERER):</b>					
2.1						
2.2						
2.3						
<b>SUB- TOTAL COST PER ANNUM (section1 – 2)</b>						
VAT at 14%						
<b>TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)</b>						
<b>Inflation (if applicable per tender specification)</b>				CPI		
Delivery period from date of signing agreement to transfer funds				Days		

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

Q13.02.18				
-----------	--	--	--	--

BIDDER

WITNESS

EMPLOYER

WITNESS

**FORM OF OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

Bid / Tender Number	Q13.02.18
Tender Title	<i>DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY</i>

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:**

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
	RAND R

**\*\*AMOUNT MUST BE IN WORDS AS WELL AS FIGURES**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			
Signature of witness		Date	
Name of witness			

Q13.02.18					
-----------	--	--	--	--	--



Name of witness	
-----------------	--

## MBD 2

### TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full form TCC001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders / individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
2. SARS will then furnish the bidder with a tax clearance certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original tax clearance certificate must be submitted together with the bid. Failure to submit the original and valid tax clearance certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where consortia / joint ventures / sub-contractors are involved, each party's must submit a separate Tax Clearance Certificate.
5. Applications for the tax clearance certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website [www.sars.gov.za](http://www.sars.gov.za).
6. Exemption to the provision of a tax clearance certificate will be granted provided that:
  - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
  - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.





3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		



5. I, the undersigned 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.	
<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

Q13.02.18					
-----------	--	--	--	--	--

BIDDER

WITNESS

EMPLOYER

WITNESS

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed**/ R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</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 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

Q13.02.18					
-----------	--	--	--	--	--











## MBD 8

### DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - 3.2 been convicted for fraud or corruption during the past five years;
  - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

Q13.02.18					
-----------	--	--	--	--	--

Item	Question	Yes	No
	the past five years?		
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
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	No
4.5.1	If so, furnish particulars:		

## CERTIFICATION

I, the undersigned 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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. 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
  - 3.3. 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.**

Q13.02.18					
-----------	--	--	--	--	--





## CLARIFICATION MEETING ATTENDANCE CERTIFICATE

<b>This is to certify that, I</b>	
<b>representing</b>	
<b>in the company of</b>	
<b>attended the clarification meeting on</b>	<b>Error! Reference source not found. at Error! Reference source not found.</b> Address: <b>Error! Reference source not found.</b>
<p>I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.</p>	

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

<b>NAME OF MUNICIPAL REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>







The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>CAPACITY</b>	<b>DATE</b>

Q13.02.18					
-----------	--	--	--	--	--



## NOTICE OF SUPPLY CHAIN MANAGEMENT

### APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database. **Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality.** The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

	QUESTIONS	YES	NO		
1.	Is your company registered on the Central Supplier Database?				
2.	If yes, provide the following details:				
2.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ CSD registration number</td> <td>MAAA</td> </tr> </table>	▪ CSD registration number	MAAA		
▪ CSD registration number	MAAA				
2.2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ Unique CSD number</td> <td></td> </tr> </table>	▪ Unique CSD number			
▪ Unique CSD number					
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164				
4.	If no, please register on Central Supplier Database ,website, <a href="http://www.csd.gov.za">www.csd.gov.za</a> , before submitting tender document				
I, (insert full name)					
of (insert physical address)					
being a Director, Principal Shareholder, owner of company (insert company name)					
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge					
SIGNATURE					
5.	VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL				
I, (insert full name)					
in the capacity as					
hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge					
SIGNATURE					

## EVALUATION SCHEDULE : TENDERER'S EXPERIENCE

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work will be evaluated here.

Briefly describe company or individual experience in regard to the above scope of work and attach this to this schedule.

**NB: Proof of previous work history must be attached for e.g. purchase order, appointment or reference letter etc.**

A summary of the relevant work experience in line with the scope of work should be indicated in the table below: (Any additional information regarding previous work experience can be attached to this schedule).

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the tenderer's experience will be as follows:

Non-responsive (score 0)	Tenderer has no experience or no information has been provided
Poor (max score 5)	Tenderer has previous work experience but not relevant to scope of work.
Satisfactory (max score 15)	Tenderer has limited relevant experience and has not dealt with the critical issues specific to the assignment.
Good (max score 30)	Tenderer has relevant experience in relation to the project and has worked previously under similar conditions and circumstances
Very good (score 40)	Tenderer has outstanding work experience in projects of a similar nature.

I the undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

Q13.02.18					
-----------	--	--	--	--	--







<b>Non-responsive (score 0)</b>	No information has been provided
<b>Poor (max score 05)</b>	There is inadequate information submitted regarding availability of equipment. The contractor will not be in a position to meet the requirements of the contract with the available equipment / supplied equipment does not meet the minimum requirements prescribed above. Vehicles and equipment age are more than 10 years. Tenderer have no access or limited access to backup equipment. Most of the physical resources are hired with no ownership.
<b>Satisfactory (max score 15)</b>	The equipment provided meets the required criteria and is adequate to meet the requirements of the contract age of vehicles and equipment is less than 10 years. Tenderer indicate access to backup equipment to be leased, hired. Contractor proof sufficient access to equipment to be leased or hired.
<b>Good (max score 20)</b>	Besides meeting the "satisfactory" rating, the tenderer is in the position to provide more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or owned.
<b>Very good (max score 30)</b>	Besides meeting the "good" rating, the tenderer is in a position to provide additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than one. All resources are owned.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

Q13.02.18					
-----------	--	--	--	--	--

## IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT THE PROJECT

**NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBEE.**

The tenderer should describe briefly the process and methodology which will be followed to implement the project with key timeframes. The main disciplines and roles of responsibilities must be highlighted and indicate the technical support that will be provided on the project etc. The information must be attached to the tender document.

Non-responsive (score 0)	No information has been provided
Poor (max score 05)	The implementation plan is sketchy, the key deadlines weak in relation to the project, and inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities and lack of experience.
Satisfactory (max score 15)	The implementation plan is complete, the technical level and composition of the plan are adequate and consistent with both timing and deliverables.
Good (max score 20)	The implementation plan is complete, well balanced i.e. they show good deliverables clear duties and responsibilities, and sufficient technical support relevant to the project. The project will be executed on time and the methodology indicates good experience to implement the project.
Very good (max score 30)	Besides meeting the "good" rating, the proposed implementation plan is well integrated and several technical support and experience exist relevant to the scope of work. The timeframes and deliverables are clear and achievable.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

Q13.02.18					
-----------	--	--	--	--	--

**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE DUPLICATE.**

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

- I hereby undertake to render the services as described in the attached bidding documents to Steve Tshwete Local Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number **Q13.02.18** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement:
    - 2.1 Bidding documents, viz
      - Invitation to bid;
      - Tax clearance certificate;
      - Pricing schedule(s);
      - Filled in task directive/proposal;
      - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
      - Declaration of interest;
      - Declaration of Bidder's past SCM practices;
      - Certificate of Independent Bid Determination;
      - Special Conditions of Contract;
      - Service Level Agreement
    - 1.2 General Conditions of Contract;
    - 1.3 Other (specify)
  2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  5. I confirm that I am duly authorized to sign this contract.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>
<b>WITNESSES: (SIGNATURE)</b>	<b>DATE</b>
1.	
2.	

Q13.02.18					
BIDDER	WITNESS	EMPLOYER	WITNESS		

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)**

I \_\_\_\_\_ in my capacity  
 as \_\_\_\_\_ accept your bid under  
 reference number \_\_\_\_\_ dated \_\_\_\_\_  
 for the rendering of services hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice, subject to the National Treasury's Central Supplier Database reflecting your tax status as compliant.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION & CONTENT (IF APPLICABLE)

4. I confirm that I am duly authorized to sign this contract.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>
<b>WITNESSES: (SIGNATURE)</b>	<b>OFFICIAL STAMP</b>
1.	
2.	

## C1.2 CONTRACT DATA

### PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the **Steve Tshwete Local Municipality**.

**The authorized and designated representative of the employer is:**

Name: Mr Philile Nkosi

The address for receipt  
of communications is:

Steve Tshwete Local Municipality  
Civic Centre  
P.O. Box 14  
Middelburg  
1050

Telephone: (013) 249 7055

Facsimile: -

Email: phililem@stlm.gov.za

The project is:

***DEVELOPMENT OF INTEGRATED YOUTH DEVELOPMENT STRATEGY***

**The service provider is**

Name

Address

Telephone:

Facsimile:

**The authorized and designated representative of the service provider is**

Name

The address for receipt of communications is

Telephone

Facsimile

Email

Address



## Policy Mandates

A range of policies inform equality, empowerment, human rights and human dignity processes. These include, among other, the following:

- The Constitution of the Republic of South Africa, Act 108 of 1996
- Municipal Systems Act (No. 32 of 2000)
- Municipal Structures Act (No. 117 of 1996)
- Municipal Finance Management Act (No. 56 of 1998)
- The White Paper on Sport and Recreation in South Africa
- Employment Equity Act (No. 55 of 1996)
- Skills Development Act (No. 97 of 1998)
- Children's Act (No. 38 of 2005)
- South African National Policy Framework for Women's Empowerment and Gender Equality
  
- Promotion of Equality and Prevention of Unfair Discrimination Act (No. 39 of 1996)
- National Youth Development Plan, 2015-2020
- National Youth Development Agency Act
- Youth Employment Accord
- Broad Based Black Economic Empowerment Act (No. 53 of 2003)
- The Back to Basics approach adopted by COGTA in 2014
- Local Government Indigent Policy
- Amendments to the BBBEE Act and Codes of Good Practice
- Amendments to Regulations to the Preferential Procurement Act (2011)
- Introduction of the Employment Tax Incentive Act (2013)
- Introduction of the Infrastructure Development Act (2014)
- The Introduction of the Green Economy Accord (2011)
- Introduction of the Procurement Accord (2011)

## Focus of the Integrated Strategy

- Ensure the mass mobilization of human and financial resources for the effective implementation of programmes focusing on youth designated groups;
- Encourage an active and healthy lifestyle of young people within the municipal area;
- Encourage participation of youth in community and government activities;
- Integrate youth development to main activities of the Municipality;
- Assisting the Municipality to achieve National targets in all government departments, SoE's, CBO's, NGO's and Institutions of higher education within the municipal area;
- Setting clear directives / strategies towards achieving mainstreaming of youth development programmes within the Municipality; and
- To provide a model of public partnership in advancing community participation and stakeholder engagements for the Youth Development programmes.
- To provide policy framework to guide the municipal council in providing support to youth and their development.

Q13.02.18					
-----------	--	--	--	--	--



## Methodology

- Inception meeting with the project team to outline the work plan
- Presentation of the Draft document to the relevant internal and external stakeholders
- Work with all relevant stakeholders
- Develop the Integrated Youth Development Strategy

## Internal Stakeholders for Consultation

- Political Leadership
- Health and Community Services
- Engineering Services
- Budget and Treasury Office
- Corporate Services
- Strategic Management Services
- Integrated Planning and Economic Development

## External Stakeholders

- All Local Municipalities within Nkangala District Municipality (benchmarking)
- Office of the Premier
- All Sector/ Government Departments
- SALGA
- NGO's
- NYDA
- Traditional Leaders
- Business Fraternity
- South African Youth Council (SAYC)
- Other youth formations within the municipal area
- Civil Society Sector

## Project objectives

The main goal of this assignment is to develop an Integrated Youth Development strategy that is aligned to the existing National, Provincial and District Youth Development Policies and Strategies.

The sub-objectives are as follows:

- a) To work towards ensuring that an inclusive plan for the implementation of youth development is established within the required time frame.
- b) To engage all relevant stakeholders (internal and external) in consultation for a proper ownership of the Integrated Youth Development.
- c) To conduct workshops that will ensure that there is an integrated approach by all the relevant stakeholders within the municipal area.

Q13.02.18					
-----------	--	--	--	--	--

## Scope of work

Progress on the assignment will be monitored, measured and remunerated according to the delivery of the following:

Item	Tasks / activities	Deliverables
1.	<p><b>Inception meeting</b> During this meeting, the service provider and the assignment steering committee will agree to a common understanding of the purpose and objectives of this assignment.</p>	Inception Report
2.	<p>Review the current strategy for youth development i.e. consult the updated situational analysis in the current IDP. Insert relevant information for the development of a strategy, update outdated information, identify missing information, identify strategic gaps etc.</p> <p>Consultations with individual's key to youth development will be facilitated in consultation with the municipal area.</p> <p>Consultation with relevant stakeholders for presentation of the draft integrated strategy towards submission of the final Document for adoption by council.</p>	Consultation reports on workshops and consultations conducted on the strategy
3.	Submission of the final Integrated Youth Development Strategy aligned to the National, Provincial and District Youth Development Policies and Strategy.	Final revised Integrated Youth Development Strategy
4.	Produce a soft copy and a printed document of the Integrated Youth Development Strategy	Submission of the whole package
5.	<p><b>Sensitization workshop</b> Prepare the employees within the Youth Unit for engaging with the youth development implementation plan Colleagues from the Youth Units counterparts in the Nkangala District local municipalities will be included in this workshop</p> <p>Engage all the Youth Unit stakeholders, internal and external on the implementation of the strategy as developed in their consultation.</p>	Workshop report

All reports and documents are to be submitted in Microsoft Word format to the Office of the Youth Manager.

## Required Competencies

In order for the service provider to be considered for this assignment, the competencies required are:

- Expertise in gender mainstreaming, specifically as defined by international development practitioners.
- Expertise in strategic planning.
- Expertise in Human Capacity Development (HCD) and workshop facilitation.
- Proven work experience in providing advisory services on youth development in South Africa and in other African countries.

In addition, the following aspect will be considered favourably:

- Work experience in Governance Programmes.

## Project Management Team and Reporting

The assignment will be steered by a project steering committee, comprised of the Youth Manager and the team within the Municipality. The main responsibility of the steering team will be to provide inputs and guidance on content, process and methodology as well as quality of the specified deliverables.

## Submission of Proposal

To be considered for this service, the service provider is required to submit a proposal to the Steve Tshwete Local Municipality Supply Chain Management containing the following:

- Technical and financial proposal, in line with the tasks and deliverables listed in table illustrating the Scope of Work.
- A CV illustrating the expertise listed in the Required competencies
- Certificate/s of accreditation where applicable.

All briefing material submitted to the service provider, as well as all deliverables and products linked to this assignment, are the intellectual property of the Steve Tshwete Local Municipality and shall be treated as strictly confidential.

## Time Frame

The time frame for the completion of the project is 90 days (three months) from the date of the signing of the contract.

## Role of the Municipality

The Steve Tshwete Local Municipality Youth Unit will be the principal client for this project.

The Municipality will:

Q13.02.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	



- Abused the Employer's Supply Chain Management System; or
- Failed to perform on any previous contract and has been given written notice to this effect.
- It is considered that the performance of the services will not be compromised through any conflict of interest.)

**4. MANDATORY INFORMATION TO BE SUBMITTED**

As highlighted above

**5. JOINT VENTURES AND CONSORTIUMS**

No joint ventures or consortia's or any sub-contracting will be accepted on this tender or will be accepted. Indicate if acceptable

**6. PERIOD OF TENDER**

As highlighted above

**7. SERVICE LEVEL AGREEMENT**

(A service level agreement will be entered into on appointment of the contract).

**8. ACCEPTANCE OF OFFER**

(Indicate any conditions to the acceptance of the offer, for example:

The municipality reserves the right not to award the tender or any part of the tender subject to the availability of budgetary funds.

**9. EVALUATION**

(Indicate how the tenders will be evaluated for example:

Tenders will be evaluated on functionality first. Only tender s who receives the minimum eligible points will be further evaluated on price and preference points. Each area from one (1) will be evaluated individually on price. The highest score bidder will be recommended and be eliminated for the second (2) area. The highest score bidder for the second area will be recommended and be eliminated for the next area and so on until five contractors is appointed ).

**10. VALIDITY PERIOD**

The quotation shall be valid for 90 days from date of opening the quote.

**11. ESTIMATE TIMEFRAMES**

(Indicate preliminary time frames of quotation)

No.	Activity	Estimate Date
-----	----------	---------------

Q13.02.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

1.	Advertisement and invitation	
2.	Closing Date for submission of quotations	14/02/2018
3.	Evaluation process.	
4.	Signing of final award	

**C.4. Supporting documents for quotation:**

**Service providers are requested to file all relevant supporting documents according to this list.**

<b><u>Annexure</u></b>	<b><u>Description</u></b>	<b><u>Applicable Yes / No</u></b>
A	Tax Clearance Certificate & SARS reference pin	Yes
B	Original certified copy of BBBEE Certificate	Yes
C	Central Supplier Database report	Yes
D	Copy of Municipal Water & Lights Account or Lease agreement	Yes
E	Original certified copy of CIDB Grading certificate	Yes
F	Accreditation certificate for :	Yes / No
G	Company registration certificate ( CK 1)	Yes
H	Functionality report: Tenderer's experience	Yes / No
I	Functionality report: Proposed organization, staffing and key staff experience evaluation	Yes / No
J	Functionality report: Capacity to execute & implement the tender (physical resources) evaluation	Yes / No
K	Functionality report: Tenderer's implementation plan for the project	Yes / No
L	JV Agreement ( If applicable)	Yes / No
M	Sub Contractor's information and documents ( If applicable)	Yes / No

**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).

Q13.02.18					
-----------	--	--	--	--	--