

**AMAJUBA DISTRICT MUNICIPALITY  
INVITATION TO BID**

**BID No.: T2019/24**

**APPOINTMENT OF A SERVICE PROVIDER TO PERFORM HOUSEHOLDS AUDIT AND  
ENHANCE REVENUE MANAGEMENT SERVICES, VIA SUPPLY OF SATELLITE  
IMAGERY, VALUE ADDED SERVICES AND RELATED SOFTWARE / PORTAL FOR  
VIEWING AND DOWNLOADING SATELLITE IMAGERY AND ANALYSIS REPORTS FOR A  
PERIOD OF 12 MONTHS**

Bids are hereby invited from service providers registered on Central Supplier Database that are registered as a GIS Professional with the South African Geomatics Council (SAGC), registered as a Professional Civil Engineer with Engineering Council of South Africa (ECSA) & certified in GIS Server Administration Experience (ESRI Accreditation Certification) to submit bids for the supply, of satellite imagery, value added services and related software / portal for viewing and downloading satellite imagery and analysis reports for a period of 12 months.

NB: This bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms must be scrutinized, completed and submitted together with your bid. The tender validity period is 90 days after closing date.

Bidders are required to submit original tax clearance certificate/ Tax Compliance Status Pin or CSD number and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims. Failure to submit the proof of B-BBEE Certificate will result in forfeiting the points.

Completed bid documents in sealed envelopes endorsed "Bid number **T2019/24: "TO PERFORM HOUSEHOLDS AUDIT AND ENHANCE REVENUE MANAGEMENT SERVICES, VIA SUPPLY OF SATELLITE IMAGERY, VALUE ADDED SERVICES AND RELATED SOFTWARE / PORTAL FOR VIEWING AND DOWNLOADING SATELLITE IMAGERY AND ANALYSIS REPORTS FOR A PERIOD OF 12 MONTHS"**

must be deposited in the Municipality's tender box located in the reception of the Amajuba District Municipality on or before the closing date, whereby bid will be opened in public. Bid envelopes that are not sealed and numbered will not be considered. Late bids will not be accepted. The Amajuba District Municipality is not obliged to award the lowest or any bid.

All technical enquiries should be directed to **Udiv Budhal** on 034 329 7200 or by email- [udivb@amajuba.gov.za](mailto:udivb@amajuba.gov.za) regarding the bidding procedures, kindly contact **Henry Mthembu** on 034 329 7200 or by email:

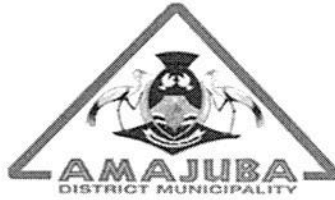
[henrym@amajuba.gov.za](mailto:henrym@amajuba.gov.za)



**MR S. R. ZWANE  
MUNICIPAL MANAGER**

.....  
**Closing date: Friday, 17 January 2020 @12h00 noon**



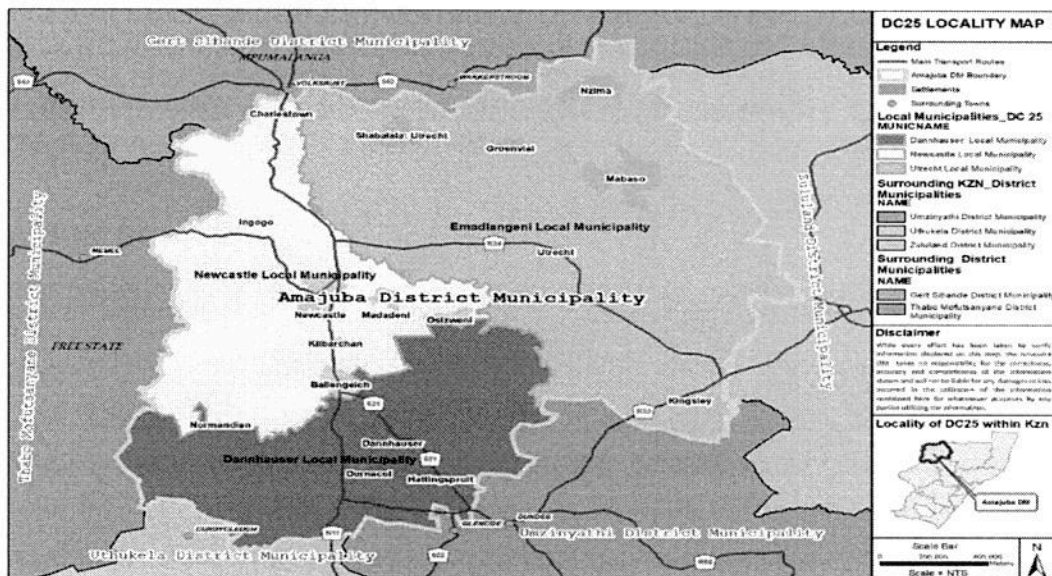


## REQUEST FOR PROPOSALS:

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO PERFORM HOUSEHOLDS AUDIT AND ENHANCE REVENUE MANAGEMENT SERVICES, VIA THE SUPPLY SATELLITE IMAGERY, VALUE ADDED SERVICES AND RELATED SOFTWARE / PORTAL FOR VIEWING AND DOWNLOADING SATELLITE IMAGERY AND ANALYSIS REPORTS FOR A PERIOD OF 12 MONTHS**

### 1. INTRODUCTION

Access to water forms a key element to the success of service delivery to households and citizens. To this end change detection is an important concept to assess in the bid to achieve effective service delivery for municipalities all over the world. The Amajuba District Municipality has the mandate to monitor and provide services to ever changing communities, services that including water and sanitation, local economic development, environmental services and disaster management depends largely on availability of real time data and derived information thereof. The Amajuba District Municipality is situated on the northern interior of KwaZulu-Natal and it covers an area of approximately 6 910 km<sup>2</sup>.



Map 1: Locality map of Amajuba District Municipality

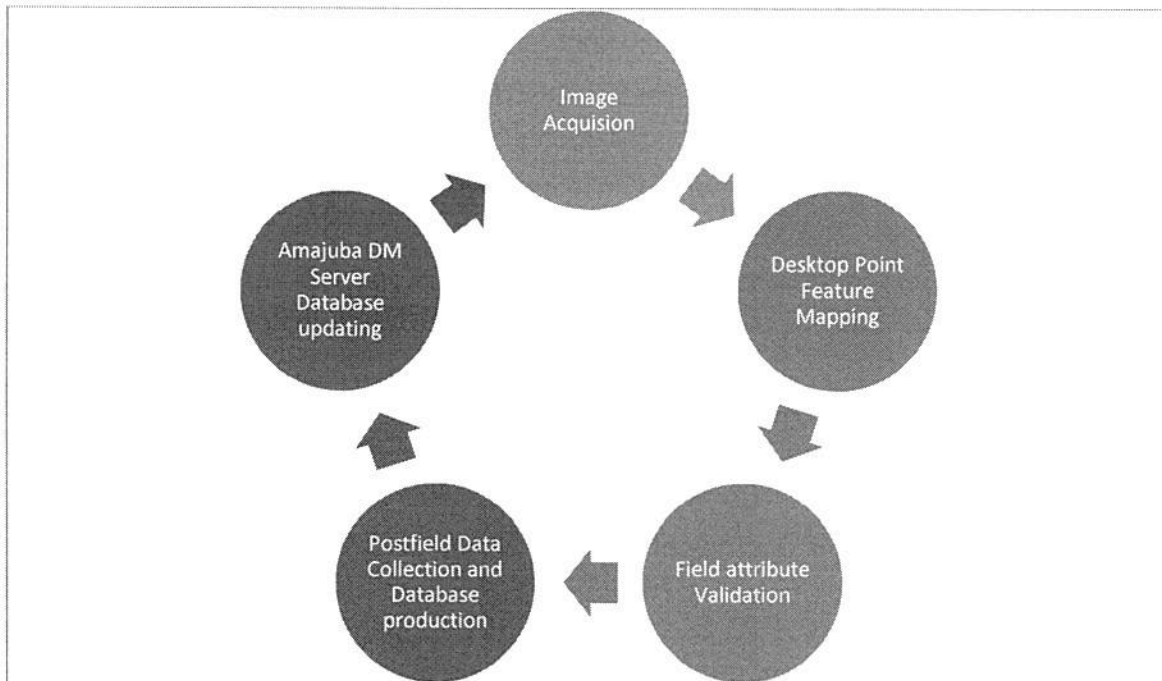
## 2. PROJECT DESCRIPTION

The project will consist of daily satellite imagery and digital mapping to capture household points, population data, gap analysis for service delivery, engineer analysis of optimum cost-effective solution for minimizing gaps in service delivery of water and sanitation to citizens of the Amajuba District Municipality. The estimated area is 691 000 ha. Imagery shall not be cut to suite the boundaries, but shall overlap the adjacent boundary with 100m. This additional area is not included in the estimated size but will form part of the project area.

## 3. OBJECTIVES

- 3.1. To acquire daily satellite imagery data for the entire Amajuba District Municipal area inclusive of all local municipalities;
- 3.2. To have access to daily refreshed processed satellite imagery products on a once off subscription arrangement for the period of twelve months.
- 3.3. To map land use change within the municipal boundaries over the last 5 years
- 3.4. Update settlement footprint by mapping the all rural and urban structures within the district.

### Project Workflow Plan from data acquisition to database update and handover





#### **4. MANDATORY REQUIREMENTS**

- 4.1. All bidders must demonstrate skills in the GIS and Photogrammetry field by attaching relevant CVs and registration as a GIS Professional with the South African Geomatics Council (SAGC).
- 4.2. All bidders must be certified in GIS Server Administration Experience (ESRI Accreditation Certification).
- 4.3. All bidders must demonstrate skills in the Water Services and Engineering field by attaching Curriculum Vitae (CVs) and must present proof of registration as a Professional Civil Engineer with the Engineering Council of South Africa (ECSA).

#### **PART A: SATELLITE IMAGERY SUBSCRIPTION SERVICE**

#### **5. PROVISION OF SATELLITE IMAGERY**

One of the main project deliverables is that the municipality must be subscribed to an online satellite image service for a period of 12 months to access, view and download processed satellite data. Sections 5 herein contains the specifications to be adhered to and the terms of services to be provided.

##### **5.1. IMAGERY ACQUISITION COVERAGE**

The appointed service provider is to ensure provision of satellite imagery, value added services and related software / portal for the Amajuba District Municipality which covers an area of approximately 6 910 km<sup>2</sup> & specific areas of interest to be monitored as stipulated by the Municipality represented by the maps contained in Annexure A.

##### **5.2. IMAGE RESOLUTION**

Satellite imagery is to be provided at both high and low resolutions colour (RGB & NIR) imagery at 3m GSD and 80cm GSD.

##### **5.3. IMAGE QUALITY**

- 5.3.1. Only imagery satisfactory to the requirement shall be accepted.
- 5.3.2. Samples of imagery shall be submitted with the tender documents on a CD/DVD/
- 5.3.3. Imagery quality shall allow detection and monitoring as outlined below:
  - A. **Disaster Events Tracking:** Damage caused by floods, fires, storms, etc. shall be detected and reported on. This shall include burnt land/structures, soil erosion, water level changes, exposed foundations, etc. This shall also include before and after images

- B. **Identification and Monitoring of Water Bodies:** Water bodies within the Amajuba District Municipality area shall be identified and monitored. The water bodies to be monitored shall be specified by the municipality. The surface area of said water bodies shall be monitored and reported.
- C. **Forestry Changes and Vegetation Health:** The changes of forest cover and vegetation health shall be monitored and reported. Changes shall be reported every 3 months to track seasonal patterns.
- D. **Dwelling Count and Settlement Change Detection:** Specific formal and/or informal settlements shall be monitored. The Bidder shall provide an initial dwelling count of such areas and shall update this count on a quarterly basis. Changes in the specified settlements shall also be detected and reported.
- E. **Historical Satellite Imagery:** The Bidder shall provide Amajuba District Municipality with access to historical satellite imagery of the entire municipality and of specific areas as specified by the municipality. Any form of encroachment shall be monitored on natural areas. This information shall be provided on weekly basis.

#### 5.4. IMAGERY SPECIFICATION

The imagery specification is contained herein the table below:

Item	Description	Specification
1	Areas to be monitored and captured	Amajuba District Municipality - approximately 6910km <sup>2</sup> (at least every two days) and specific areas of interest as the municipality will determine (at least once a week)
2	Datum	WGS84
3	Imagery Resolution	3m daily acquisition and 0.8m weekly acquisition for specific areas of interest
4	Spectral band compositions	4 Band (RGB & NIR) , 5 Band (RGB, NIR & Pan)
5	Image Format	TIFF
6	Maximum cloud cover %	Daily: Weather Dependent due to daily capturing On Demand: <15 % cloud

**TABLE 1: IMAGERY SPECIFICATIONS**

## **5.5. ACCESSING THE SATELLITE IMAGERY**

- 5.5.1. The service provider shall provide a software / portal for viewing and downloading satellite imagery and analysis reports for the purpose of monitoring events such as land invasion, disaster events, project management, and town planning related activities.
- 5.5.2. Data and analysis reports resulting from services outlined on section 4.3 above shall be accessible from the system / portal and also be sent via e-mail to the relevant officials. This shall include but limited to the following:
  - a. Type of event
  - b. Date and time of the event
  - c. Images for before and after the event
  - d. Location of the event with GPS coordinates
- 5.5.3. Users must also have access to historical imagery of the district for analysis purposes.
- 5.5.4. Imagery must be adaptable to ESRI GIS software (desktop and server products)
- 5.5.5. The system / portal must be able to display daily refreshed datasets and compare datasets from different dates for purposes of change analysis.
- 5.5.6. The system/ portal shall be available to Amajuba District Municipality users 24 hours 7 days a week.
- 5.5.7. Service provider shall clearly indicate backup, recovery strategies and contingency plans in the event of an application failure. Additionally, the system information including settings shall be backed up weekly.
- 5.5.8. Tender price shall include price for accessing the system / portal, viewing and downloading imagery and reports.
- 5.5.9. Users shall have access to the system for the full duration of the contract (12 months).
- 5.5.10. Updates for the software required for the online portal shall be freely available to Amajuba District Municipality for the duration of the contract. Updates to the online portal have also to be freely available to Amajuba District Municipality for the duration of the contract.
- 5.5.11. All other specifications not listed here should be specified when submitting this bid.
- 5.5.12. The Service provider will be expected, as part of the evaluation process, to conduct an onsite demonstration of their solution showing all functionality to qualify for this tender.

## **6. OPERATION AND CONTRACT DELIVERABLE**

- 6.1. The successful service provider will be expected to enter into a 12 month contract with the Amajuba District Municipality. This contract shall commence on the date of signature and shall endure until the last day of the contract which will be the final date of delivery.
- 6.2. The successful service provider shall be expected to supply the following contract deliverable:
  - A. Monitor and detect changes as outlined in section 5.3 over the entire Municipality and specific areas of interest as per the maps contained in Annexure A.
  - B. Provide analysis reports for any form of encroachment and changes detected as outlined in section 5.3 of this document.
  - C. Provide satellite imagery as per the specifications set out in section 5.2, 5.3 & 5.4. for the entire Amajuba District Municipality and specific areas of interest as per the maps contained in Annexure A.
  - D. Satellite imagery shall meet specifications outlined on section 5 above
  - E. Provide software / portal for viewing and downloading satellite imagery and analysis reports as per the specifications contained in section 5.5.

## **7. LICENCE AGREEMENT**

**The Amajuba District Municipality will have the right to distribute the satellite imagery to consultants, sub-consultants, Governmental Departments etc. without any restrictions.**

## **PART B. SETTLEMENT MAPPING AND LAND USE CHANGE ANALYSIS**

### **8. DESKTOP MAPPING OF SETTLEMENT FEATURES**

Desktop point feature mapping of settlement structures will be undertaken in an ArcMap GIS (ArcMap 10.6 or earlier) environment using the satellite imagery as a base. In farming areas, one point will be captured per homestead. In urban areas and formal settlements, one point will be captured per property stand. In rural areas, all buildings/structures greater than 2m by 2m in size will be mapped. In all cases, the point feature will be placed in the centre of a building or at the centre of a building cluster where appropriate. Digitize all households in the

Amajuba District Municipality boundaries and wards in shapefiles (691 000 hectares). Count of all Households (HH) per settlement from satellite photography.

#### **9. SAMPLE DETERMINATION**

A sample to determine demographics per house hold must be done at least 5% of the settlements. (Approximately 50 settlements) and at least 20% of the settlements house hold e.g. Approximately 40 households per settlement. Baseline data sets (Settlement mapping) for the district will be provided by Amajuba District Municipality in ESRI shapefile format (point and polygons). The following sections provide details of the scope of work and deliverables. All work will be undertaken per municipality basis.

#### **10. PROJECT REQUIREMENTS**

- The final database will be delivered in a File geo-database compatible with ESRI suite of products. The geo-database will be linked to the ESRI point shapefile of structures using the assigned unique ID.
- All settlement features mapped and supplied per local municipality.
- Full Colour Image to be in three-dimensional format (3d) or compatible.

#### **11. SPECIAL CONDITIONS**

- Imagery Maximum cloud cover <15 %.

#### **12. TENDER VALIDITY PERIOD**

- Price(s) quoted must be valid for at least ninety (90) days after tender closing date. Thereafter, the prices will be fixed for a period of twelve months before escalation will be allowed.

#### **13. BID EVALUATION**

- Bids will be evaluated according to price and functionality, based on 80/20 preference point system.
- As the grantor of funds, KZN-COGTA officials with the requisite professional qualifications in GIS will form part of the bid specification and evaluation together with the ADM GIS Manager to advise regarding the technical stipulations contained herein the TOR.



#### 14. BID EVALUATION: FUNCTIONALITY

14.1. Selection criteria for functionality are described in the table below

FUNCTIONALITY	SUB WEIGHTING	TOTAL WEIGHTING
<b>PROJECT REFERENCES</b>	15	<b>15</b>
Relevant project references (provide reference letters with traceable referee's details)		
One project reference = 5 points	5	
Two project references = 10 points	10	
Three and above project references =15	15	
<b>PRESENTATION OF PROPOSED PORTAL</b>	50	<b>50</b>
<ul style="list-style-type: none"><li>• 3m daily acquisition for specific areas of interest</li><li>• 0.5m weekly acquisition for specific areas of interest.</li><li>• 5 Band (RGB, NIR &amp; Panchromatic).</li><li>• TIFF Image Format.</li><li>• Image Downloading Functionality</li></ul>	<div>10</div> <div>10</div> <div>10</div> <div>10</div> <div>10</div>	
<b>TOTAL SCORE</b>		<b>65</b>
<b>MINIMUM SCORE REQUIRED</b>		<b>55</b>

**NB: A bidder that does not comply with the mandatory requirements and a bidder that score less than 55 points for functionality will be deemed non-compliant with the bid specifications and will not be evaluated any further.**

**TERMS OF REFERENCE APPROVED/NOT APPROVED**



**Mr. S. R Zwane**

**MUNICIPAL MANAGER**



**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AMAJUBA DISTRICT MUNICIPALITY					
BID NUMBER:	T2019/24	CLOSING DATE:	17 January 2020	CLOSING TIME:	12h00 NOON
DESCRIPTION	PERFORM HOUSEHOLDS AUDIT AND ENHANCE REVENUE MANAGEMENT SERVICES, VIA SUPPLY OF SATELLITE IMAGERY, VALUE ADDED SERVICES AND RELATED SOFTWARE/PORTAL FOR VIEWING AND DOWNLOADING SATELLITE IMAGERY AND ANALYSIS REPORTS FOR A PERIOD OF 12 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT  
(STREET ADDRESS)

RECEPTION AREA AT B9356, MADADENI

B9356 AMAJUBA DISTRICT MUNICIPALITY BUILDING, SECTION 1, MADADENI, 2951

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes  <input type="checkbox"/> No		

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R.
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	UDIV BUDHAL
CONTACT PERSON	HENRY MTHEMBU	TELEPHONE NUMBER	034 329 7200
TELEPHONE NUMBER	034 329 7200	FACSIMILE NUMBER	034 314 3785
FACSIMILE NUMBER	034 314 3785	E-MAIL ADDRESS	udivb@amajuba.gov.za
E-MAIL ADDRESS	henrym@amajuba.gov.za		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



### DECLARATION OF INTEREST

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

**(Please Tick /Mark the correct option in the following questions)**

- 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, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. ..... **YES / NO**
- 3.14.1 If yes, furnish particulars:  
.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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



MBD 6.1

## **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001**

### **PURCHASES**

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, 2011.**

#### **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 up to R50 000 000; and

1.2 The value of this bid is estimated not to exceed R50 000 000 and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20

**Total points for Price and B-BBEE must not exceed 100**

**Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.**

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS)

Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2.

### DEFINITIONS

- 2.1. **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6. **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. **"consortium or joint venture"** 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;
- 2.8. **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. **"EME"** means any enterprise with an annual total revenue of R5 million or less .
- 2.10. **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. **"non-firm prices"** means all prices other than "firm" prices;
- 2.13. **"person"** includes a juristic person;
- 2.14. **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15. **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16. **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good



Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## **6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number : .....

9.3 Company registration number ..... :

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium  
One person business/sole propriety  
Close corporation  
Company  
(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

Manufacturer  
Supplier  
Professional service provider  
Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

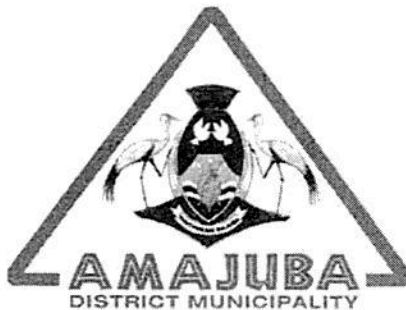
DATE:.....

ADDRESS:.....

.....

.....





MBD 8

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

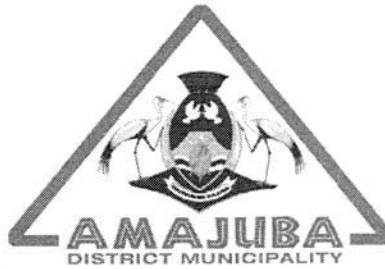
**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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



## 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:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) 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.

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**T2019/24: SERVICE PROVIDER TO PERFORM HOUSEHOLDS AUDIT AND  
ENHANCE REVENUE MANAGEMENT SERVICES**

(Bid Number and Description)

in response to the invitation for the bid made by:

**AMAJUBA DISTRICT MUNICIPALITY**

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

## **MBD 9**

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

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



**MBD 9**

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

.....  
**Signature**

.....  
**Date:**

.....  
**Position :**

---

**Name of Bidder**