

RFQ NUMBER: 2021/12/001

**APPOINTMENT OF A SERVICE PROVIDER FOR RATES RECONCILIATION ON RISK BASIS FOR A PERIOD OF
THREE (3) MONTHS**

NAME & ADDRESS OF BIDDER	
Postal Code	
Tel	
Fax	
Mobile	
CSD Number	MAAA
Completion Period	
Bid Price/Rates	

Date: 07 December 2021

**APPOINTMENT OF A SERVICE PROVIDER FOR RATES RECONCILIATION ON RISK BASIS
FOR A PERIOD OF THREE (3) MONTHS**

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Kindly furnish the municipality with a written Quotation/Proposal and Expression of Interest for the supply of goods/services as detailed in the enclosed schedule. The quotation/Proposal and Expression of interest must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the **Tender BOX at 47 Le Roux Street, Theunissen, 9410**. The envelope must be clearly marked "Rates Reconciliation" - "

Closing date: 14th of December 2021

Time : 12:00 O'clock (Municipal time)

The following conditions will apply:

BID INSTRUCTIONS

1. The tender documents have been drafted to ensure that essential information is furnished upon the correct completion of the documents. Where there is insufficient space, or additional particulars are required to be furnished, such must be provided on a separate annexure, clearly indicated.
2. Tender documents may not be retyped or redrafted. Also, **no** photocopies of the original documents may be used. This may lead to a bidder being disqualified.
3. Tender documents may be completed by mechanical devices such as typewriters; alternatively black ink must be used to fill in the documents.
4. Tender must ensure that no pages are missing from the bid documents, and that the pages of the bid are numbered consecutively. Masilonyana Local Municipality shall not be held liable with regard to claims arising from the fact that pages are missing or duplicated.
5. Firm tender prices and delivery periods are preferred, and tenders must clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
6. Tenders must be strictly to specification. In cases where items are not to specification, deviations must be clearly indicated.
7. Tender prices must be quoted in South African currency and in the specified units, unless the contrary is clearly indicated.
8. All the documents herewith form part of the bid and failure to comply with any part thereof may invalidate a bid.
9. Masilonyana Local Municipality may(if necessary) issue Briefing Notes during the submission phase of bids which may contain amendments or information that may assist bidders in articulating their bids.

10. Masilonyana Local Municipality require (where applicable) as a condition of the bid that the compulsory explanatory meeting be attended by prospective bidders. This requirement will be clearly stated in the tender advertisement as well as in the documentation.
11. Masilonyana Local Municipality may require the recommended bidder/s to do a formal presentation for risk mitigation purposes.
12. The municipality reserves the right of appointing this bid in full or in part
13. Masilonyana Local Municipality requires the furnishing of a non-refundable bid deposit together with the drawing of bid documentation (if applicable). Where such a non-refundable bid deposit is requested in the bid documentation, no bid will be accepted unless such a deposit (or cash) is submitted in the form of a bank guaranteed cheque payable to Masilonyana Local Municipality before submission of the bid.
14. Tenders must be submitted to the addressee before the closing time. Bids submitted after the closing time shall be considered late, and will not be admitted for consideration. In exceptional cases and where no suitable bid was received by closing time, the Delegated Authority (Manager / Board) may admit a late bid for consideration.
15. Failure to comply and submit with the following will render the tenderer liable to rejection:

15.1 Compliance documents (in case of a Joint Venture both entities must submit)

- I. Proof of registration on the National Treasury Central Supplier Database (not more than 31 days old)
- II. A copy of Tax clearance certificate and Pin
- III. Cipro Registration Certificate (company registration certificate)
- IV. Certified BBBEE Certificate or Sworn Affidavit or a Joint Venture BBBEE in case of a JV (sworn affidavit will only be accepted in case of companies with an annual turnover less than R10,000,000.00)
- V. Proof of payment of municipal rates for both company and its directors (attach statement of water and lights or in case of rentals, attach a lease agreement for company and its directors), the municipality will not appoint any bidder if the bidder (company) or any the directors are owing municipal rates over 90 days

15.2 Mandatory Documents to meet special tender conditions (in case of a Joint Venture only the main partner must submit documents)

1. JV Agreement
2. Authority of Signatory
3. Authority of Signatory for the JV
4. Company Profile;
5. Appointment letters (in company letterhead) of the team leader and full-time supervisor
6. Proof that team leader is a registered Professional Valuer with a minimum of five (5) years' experience, attach Certificates of accreditation)
7. CVs of project manager (team leader and full-time supervisor), a clear indication of the role of each team member must be given;
8. Certified qualifications of key personnel (team leader and full-time supervisor);
9. Appointment letters of previous work done
10. Completion/Recommendation letters from previous local municipality clients;
11. A detail proposal, with **rates and total cost of the project (including disbursements)**, which must be in line with the

requirements of the terms of reference;

12. All Municipal Bidding forms must be signed and completed fully
13. The bid has been submitted after the closing date and time
14. . Failure to initial each and every page.
15. Failure to complete the form of offer or letter of tender
16. Any amendments must be initialized
17. A detailed plan on transfer of skills
18. A detailed plan on Social corporate responsibility
19. Unbundling or editing of the bid document.
20. Pages to be completed, removed from the document (therefore not submitted)
21. Scratching out, writing over and painting over, without initialing
22. Use of Correctional/erasable fluid e.g., pencil, tippex and etc

Yours faithfully

A handwritten signature in dark ink, appearing to read 'HNL Mokoteli', written over a horizontal line.

HNL MOKOTELI

ACTING MUNICIPAL MANAGER

Masilonyana Local Municipality