

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	RFQ A60380	CLOSING DATE:	11 SEPTEMBER 2026	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE CHIEF DIRECTORATE: MUNICIPAL GOVERNANCE AND ADMINISTRATION IN RENDERING SUPPORT TO DEPARTMENT IN PREPARATION FOR THE 2026 LOCAL GOVERNMENT ELECTIONS AND PROCESSES ASSOCIATED THEREWITH AFTER THE ANNOUNCEMENT OF THE RESULTS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Room 8, 13 th Floor, Natalia Building, 330 Langalibalele Street, Pietermaritzburg					
eMail: sandisiwe.ndlovu@kzncogta.gov.za					
CC: Bayanda.zondi@kzncogta.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sandisiwe Ndlovu		CONTACT PERSON	Ms N. P. Ngwenya	
TELEPHONE NUMBER	033 260 8197		TELEPHONE NUMBER	033 355 6311	
E-MAIL ADDRESS	Sandisiwe.ndlovu@kzncogta.gov.za		E-MAIL ADDRESS	nondumiso.ngwenya@kzncogta.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned,
 name)..... in submitting the
 accompanying bid, do hereby make the following statements that I certify to be true
 and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** 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 consortium² will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5** 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.

² 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.

- 3.6** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature	Date
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.....

Position	Name of bidder
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PRICING SCHEDULE – FIRM PRICES (SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME: 11 SEPT 2026 @ 11H00 VALIDITY PERIOD: 120 DAYS

QUOTE NO: A60380	PERIOD : ONCE OFF
Description: THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE CHIEF DIRECTORATE: MUNICIPAL GOVERNANCE AND ADMINISTRATION IN RENDERING SUPPORT TO DEPARTMENT IN PREPARATION FOR THE 2026 LOCAL GOVERNMENT ELECTIONS AND PROCESSES ASSOCIATED THEREWITH AFTER THE ANNOUNCEMENT OF THE RESULTS.	NAME AND ADDRESS OF BIDDER(FIRM) TEL:..... FAX:.....
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO <i>(Delete which is not applicable)</i>
TOTAL BID PRICE (Inclusive of VAT)	R
BID PRICE IN WORDS	
REMARKS (If any): 	 (Signature of Bidder) DATE: (Signature of Witness) DATE:.....

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

****all applicable taxes** includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt - Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt - Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	State Evidence / Proof provided to substantiate any claim in regard to preferences/ specified goal/s (Copy to be provided) (To be completed by the tenderer)
N/A	N/A	N/A	N/A

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
 [TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

TERMS OF REFERENCE

THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE CHIEF DIRECTORATE: MUNICIPAL GOVERNANCE AND ADMINISTRATION IN RENDERING SUPPORT TO DEPARTMENT IN PREPARATION FOR THE 2026 LOCAL GOVERNMENT ELECTIONS AND PROCESSES ASSOCIATED THEREWITH AFTER THE ANNOUNCEMENT OF THE RESULTS.

PROJECT BRIEF

THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE CHIEF DIRECTORATE: MUNICIPAL GOVERNANCE AND ADMINISTRATION IN RENDERING SUPPORT TO THE DEPARTMENT WITH PREPARATIONS FOR THE 2026 LOCAL GOVERNMENT ELECTIONS AND PROCESSES ASSOCIATED THEREWITH AFTER THE ANNOUNCEMENT OF THE RESULTS.

1. OBJECTIVE

The Department of Cooperative Governance and Traditional Affairs seeks to appoint a service provider that would assist the Department and Municipalities on municipal electoral matters in preparation for the 2026 Local Government Elections, including processes associated therewith after the announcement of the results.

2. BACKGROUND

Section 24(1) of the Local Government: Municipal Structures Act 117 of 1998 - Term of municipal councils is **5 years** calculated from the day following the date of the last elections. LGE 2021 were held on **1 Nov 2021**, term of office of municipal councils expires on 1 Nov 2026, the President of the Republic of South Africa has announced that the 2026 Local Government Elections will be held on **04 November 2026**. COGTA's support towards the LGE 2026 is in three phases; starting with the pre-election activities such as setting up various structures that oversee the process and multi-stakeholder task teams, and the delimitation of municipal wards. The second phase consists of various activities carried out on the actual Election Day, which is then followed by the post-election phase activities.

SUPPORT TO THE DEPARTMENT

Service Provider would support the Department and facilitate engagements with other relevant stakeholders in the Local government elections process, as this is urgently required.

3. DETAILED SCOPE OF WORK

Deployment methodology

The service provider would render support to the Department and Municipalities on electoral matters and facilitate engagements with relevant stakeholders (Municipal Managers, voters and Multi party forums) in the form of workshops and orientations. The appointed service provider would be required to perform a scope of work from the activities detailed in the below guideline.

The service provider must have the following minimum competencies and expertise:

- Excellent communication skills (verbal and written).
- Knowledge of Local Government.
- Appropriate B Degree.
- Working knowledge at a local government or municipal level.
- In depth understanding of local government legislation.
- Proven knowledge of electoral processes.
- Ability to engage stakeholders at all levels.

SCOPE OF WORK

The service provider will perform the following functions:

- Voter education
- Conducting capacity building workshops with Municipal Managers, Senior Managers and Councillors;
- Multi Party engagements
- Analysis of unregistered voters
- Providing content to all other appointed service providers who may not be familiar with local government processes.
- Providing content on the video clips to be produced by influencers.
- Develop and implement a structured stakeholder engagement plan to ensure inclusive participation of all relevant role-players.
- Coordinate with electoral and municipal institutions to ensure alignment of voter education activities with statutory frameworks and guidelines.
- Maintain accurate records of all engagements, workshops, and outreach activities conducted.
- Facilitate capacity-building sessions for municipal officials and stakeholders involved in voter education and civic engagement
- Ensure effective communication and coordination between all implementing partners and service providers
- Ensure compliance with all applicable legislation, including electoral laws, municipal governance frameworks, and relevant regulations;
- Develop a database or repository of stakeholder and voter engagement activities for institutional memory and future planning
- Compile periodic progress reports outlining activities undertaken, challenges experienced, and recommendations for improvement.

SERVICE PROVIDER (INDIVIDUALS):

- The bidder must demonstrate a minimum of five (5) years proven experience in providing municipal electoral, governance, demarcation or related advisory services.
- The proposal document must include specific details of projects undertaken within the municipal environment within the last three years.
- CV of proposed individual together with written references from Municipalities and or copies of fixed term contracts of appointment
- All Specialists must have a detailed knowledge of the relevant legislation relating to the municipal environment.
- Experience with the compilation of comprehensive close out reports, including a summary of highlights, achievements, challenges encountered and lessons learned

together with recommendations on the implementation of future projects of this nature.

4. TIME FRAMES

The procurement of the suitable company's/persons needs to take place immediately. The contract will be for a period determined by the Department through the advertisement of the appointment of the service provider, which will be on a rotational basis as defined in the project brief accepted and signed by the appointed service provider.

- The Service Provider will perform the functions listed above under the direct supervision of the Chief Director Municipal Governance and Administration or his designated nominee.
- The service provider will be based at Wadely House for the duration of the fixed term contract of 7 months with an option to extend.

5. REMUNERATION

Specialist will be remunerated in accordance with a level 11 Deputy Director: All Inclusive package.

6. CONTRACT CONDITIONS

The service provider will be required to enter into a fixed term contract of employment.

7. DELIVERABLES

- Monthly progress reports.
- Compliance with legislative requirements.
- Meetings to be held with relevant stakeholders.
- Preparation of reports on electoral matters, emerging issues and outputs of engagements held.
- Review and document of business work process.
- A portfolio of evidence on the transfer of skills to municipal governance staff.
- An exit strategy.

8. INSTITUTIONAL ARRANGEMENTS

The service provider appointed will be accountable to the Chief Director: Municipal Governance and Administration

9. MONITORING, REPORTING REQUIREMENTS AND PERFORMANCE MANAGEMENT

- 1) The service provider will provide the Department with monthly reports indicating the progress against all milestones in the implementation plan;
- 2) A comprehensive close-out report together with operating manual that will charter the way forward for the next local government elections and ward delimitation processes.

10. CONTRACT PERIOD

The Election specialist will be appointed for 7 months, with an option to extend.

11. ADJUDICATION OF SERVICE PROVIDERS

All quotations received by the closing date and time will be evaluated in accordance with the Department's Supply Chain Management Policy and all other applicable legislation. Bidders must submit all mandatory returnable documents. Only quotations meeting all mandatory technical requirements stipulated in Section 13 of these Terms of Reference will proceed to the next stage of evaluation.

12. SPECIALIST EVALUATION

Only service providers who meet the eligibility criteria will qualify for evaluation.

13. EVALUATION CRITERIA

Service providers must meet all the requirements in the evaluation criteria.

EVALUATION CRITERIA	REFERENCE	YES/ NO
COMPANY EXPERIENCE The bidder must demonstrate a minimum of five (5) years proven experience in providing municipal electoral, governance, demarcation or related advisory services.	Submit reference letters of projects undertaken in municipalities	
QUALIFICATION OF KEY PERSONNEL The proposed key personnel must possess an appropriate NQF Level 7 qualification or higher in Law, Public Administration, Political Science, Social Sciences or another relevant discipline appropriate to the scope of work.	Submit original or certified copies of all relevant qualifications for the proposed key personnel.	
EXPERIENCE OF KEY PERSONNEL The proposed key personnel must demonstrate a minimum of five (5) years relevant experience in municipal electoral processes, demarcation matters or any relevant field	Provide CV of proposed individual together with written references.	

14. INVOICE

The appointed service provider must ensure that the invoice and original supporting documents posted or hand delivered to KZN CoGTA Office of the Chief Director: Municipal Governance and Administration situated at Wadely House Building, 5th Floor.

15. PROPOSAL

A proposal and quotation letter should be provided incorporating the following:

- Introduction;
- Scope (as per terms of reference provided by the Department);

- Deliverables (Monthly Feed Back Meeting, Progress Reports, Final Reports and any MOA provisions);
- Time table/time allocation (Commencement date and Date of Completion);
- Engagement team/human resource (Names, Ranks and Identity numbers of individuals and their applicable AG Rates);
- Client Participation and responsibility (Involvement required from COGTA by the Service Provider)
- Professional fees;
- Method of calculation (Compulsory Auditor general rates);
- Allocation rate per skills/resource category;
- Travel, subsistence and disbursements (Compulsory DOT Rates);
- Other matters (Memorandum of Agreement);
- The successful Service Provider will enter into a signed MOA
- Name of signatory mandated to enter into the agreement on behalf of the Company.
- Cost

16. ENQUIRIES.

For technical queries please contact:

Ms N. P. Ngwenya

Contact no.033 355 6311

Electronic mail:nondumiso.ngwenya@kzncogta.gov.za

SECTION M**AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....
....

hereby authorise Mr/Mrs/Ms

.....

acting in the capacity of

.....

whose signature is

.....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SBD 7.1**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. 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 goods and/or works 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.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.