



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

EMLM 03/26/27

APPOINTMENT OF A MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)

CLOSING DATE:	02 OCTOBER 2026	TIME	11H00
----------------------	------------------------	-------------	--------------

NAME OF TENDERER	
TOTAL BID PRICE	R
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TOTAL SPECIFIC GOAL POINTS	
CONTACT PERSON	
CONTACT NUMBER	
EMAIL ADDRESS	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE: BUDGET AND TREASURY		DIRECTORATE: CORPORATE SERVICES	
K.H MASEMOLA		L.MASHABA / Z MAMPURU	
MANAGER: SCM		MANAGER:	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
2ND GROBLER AVENUE		TEL. NUMBER	013 262 3056
ELIAS MOTSOALEDI LOCAL MUNICIPALITY		P.O. BOX 48, GROBLERSDAL, 0470	

NB: ANY OBJECTIONS OR COMPLAINTS IN RESPECT WITH THIS TENDER SHOULD BE LODGED WITHIN 14 DAYS OF THE ADVERTISEMENT.

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS				
TENDER NUMBER	EMLM 03/26/27			
TENDER TITLE	APPOINTMENT OF A MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)			
CLOSING DATE	02 OCTOBER 2026		CLOSING TIME	11H00
SITE MEETING	DATE	N/A	TIME	N/A
SITE MEETING ADDRESS	N/A			
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY	N/A
TENDER DOCUMENT FEE	R1000.00 (if collecting from the Municipality) Free when downloading from e-tender portal		PREFERENCE POINT SYSTEM	80/20
BID BOX SITUATED AT	MAIN OFFICES, 2nd GROBLER AVENUE , Elias Motsoaledi Local Municipality.			
OPERATING HOURS	The bid box is open during office hours, Monday to Thursday from 07h30 to 16h30 Friday from 07h30 to 13h30.			
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.		
PLEASE NOTE: - Prospective suppliers must be registered on CSD prior to submitting bid (open tender) - Tenders that are deposited in the incorrect box will not be considered. - Mailed, telegraphic, telex, or faxed tenders will not be accepted. - No late bids after closing date and time will be accepted. - Bids not clearly marked and unamend will not be accepted. - Bids may only be submitted on the bid documentation provided by the municipality. - No awards will be made to a person: - 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 - Who is an advisor or consultant contracted with the municipality or municipal entity				

BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.	
NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

TENDER NOTICE & INVITATION

ELIAS MOTSOALEDI LOCAL MUNICIPALITY

TENDER NO: EMLM 03/26/27

CLOSING DATE 02 OCTOBER 2026 @ 11:00

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **APPOINTMENT OF MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2ND Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 Tel: [013] 262 3056, at a non-refundable deposit of R1000.00 when the bidder request/need a document from the municipality, and it is free of charge when downloaded from the e-tender portal. Payments can be made through cash payable to the Elias Motsoaledi Local Municipality cashiers.

The closing time for receipt of tenders is **02 OCTOBER 2026 at 11h00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Corporate Services (Ms. L Mashaba & Mrs. Z Mampuru)** on 013 262 3056 or at **lmashaba@emlm.gov.za / zmampuru@emlm.gov.za** for any technical assistance.

Fully completed tender documents, clearly marked **APPOINTMENT OF MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)** with **"NAME of TENDERER"** must be placed in a sealed envelope and placed in the **tender box 3** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 02 OCTOBER 2026 at 11h00**. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby **70 points** has to be attained before financial proposals can be looked at. 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 (as amended) and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where **80** points will be allocated in respect of price and **20** points in respect of Specific goal.

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



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

TERMS OF REFERENCE FOR APPOINTMENT OF MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)

1. INTRODUCTION

Elias Motsoaledi Local Municipality would like to appoint medical health and wellness professionals to provide therapeutic and wellness services to employees and senior managers of the Municipality. Employees are referred to as external service providers when there is a need for further intervention. Services of wellness professionals will be utilized during some proactive programs designed by the Municipality. In terms of the Occupational Health and Safety Act, Act 85 of 1993, the Municipality must conduct Medical Surveillance of employees who are working at risk to avoid contracting occupational diseases or occupational injuries. Elias Motsoaledi Local Municipality Occupational Health and Safety policy states that the employer must develop a Medical Surveillance Programme used to identify and record the presence of any occupational disease and the degree of exposure.

2. KEY DELIVERABLES

The objective is to have an agreement with service providers who offer Employee Wellness services to Elias Motsoaledi Local Municipality employees and senior managers who are referred for further assistance, to provide appropriate intervention strategies. This will give them all an opportunity to recognize their potential and effectively manage their challenges so that they can be able to function and perform their duties as expected. Services of wellness professionals will be utilized during some proactive wellness programs designed for the employees of Elias Motsoaledi Local Municipality.

3. SCOPE OF WORK

3.1. Direct Services for employees

a) Professional support services

The life management support services shall cover at least the following areas:

- Substance abuse, to support and educate employees with alcohol and drug problems. (This includes admittance to rehabilitation centers)
- Stress management, to assist employees in dealing with personal and work-related stress.
- Relationships, to help employees to cope with their relationship's issues (e.g., family, work, partners)
- Family care services, (e.g., Domestic violence, parenting etc.)
- Health related matters, to support employees with their health-related matters.
- Legal services provided by a Certified Legal Practitioner registered with the LPC (Legal Practice Council) which must include telephonic legal advice as well as referrals to appropriate legal services and bodies
- Financial counseling services provided by a Financial Counsellor registered with the FPI (Financial Planning Institute of Southern Africa) to help employees acquire assistance regarding financial management (telephonically or face to face)

b) Face to face Counselling

To provide face to face counselling services with a maximum of eight personal counselling sessions per condition of an employee per year. A multilingual, multicultural network of registered psychologist and social workers must be available to provide employees with access to face-to-face psychological counselling, arrangements shall be made prior, and such should take place at service providers nearest offices in Groblersdal and comply with the Protection of Personal Information Act 4 of 2013 (POPI).

c) Critical incident management

To provide trauma debriefing services on both individual and group level. In the event of onsite work-related trauma, onsite debriefing services must be provided within 24 — 48 hours after the critical incident is reported.

d) Incapacity due to ill health case management

Provide advice and support on how to handle and address incapacity due to ill health cases that may have an impact on the workforce and productivity.

e) Rehabilitation Centre Services

The appointed service provider shall deliver comprehensive rehabilitation services aimed at restoring, improving, and maintaining the physical, psychological, and social functioning of clients. The scope of work shall include, but not be limited to, the following:

1. Assessment and Admission

- Conduct comprehensive initial assessments of clients, including medical, psychological, and social evaluations.
- Develop individualized rehabilitation plans based on assessed needs.
- Facilitate admission processes in accordance with applicable policies and eligibility criteria.

2. Treatment and Rehabilitation Services

- Provide multidisciplinary rehabilitation services, including:
 - Physical rehabilitation (physiotherapy and occupational therapy)
 - Psychological and counselling services
 - Substance abuse treatment (where applicable)
 - Social work interventions
- Implement individualized treatment plans and monitor progress regularly.
- Provide both inpatient and/or outpatient rehabilitation services, as required.

3. Medical and Clinical Care

- Ensure access to qualified healthcare professionals for ongoing medical supervision.
- Administer prescribed medication and monitor adherence.
- Maintain accurate medical records in compliance with regulatory standards.

4. Psychosocial Support

- Offer individual and group counselling sessions.
- Provide family counselling and support services where necessary.
- Facilitate life skills training, including stress management, coping strategies, and relapse prevention.

5. Skills Development and Reintegration

- Deliver vocational training and skills development programmes.
- Support clients with reintegration into the community and workplace.

6. Facility Management and Compliance

- Ensure that the rehabilitation centre complies with all applicable health, safety, and regulatory requirements.
- Maintain a safe, clean, and conducive environment for rehabilitation.
- Provide adequate accommodation, nutrition, and basic amenities (for residential facilities).

7. Monitoring, Evaluation, and Reporting

- Monitor client progress and programme effectiveness.
- Submit regular reports to the contracting authority, including:
 - Client statistics
 - Treatment outcomes
 - Challenges and recommendations
- Participate in audits and quality assurance processes.
 - f) Covid-19 related matters

To provide emotional and supportive counseling to assist employees who are infected and affected by Covid-19 to deal with social stigma and recovery.

- g) Online services: marketing and promotion

To provide a comprehensive Employee Wellness Programme that affords employees access to a wealth of medical and health-related information. The online Programme should include integrated suite of e-mail and web-based health management applications and provide Elias Motsoaledi Local Municipality with employee wellness promotional marketing materials.

- HIV/AIDS education, counselling, and support

To assist employees who are affected or infected by the pandemic.

3.2 Managerial Consultation

To provide managerial consultation and referral services to support managers in their existing work relationships with employees, creating partnerships and monitoring processes with managers in dealing with poor performance, and providing them with professional help in effectively handling challenging or complex people management issues.

3.3 Workshops/Training (targeted interventions)

The service provider is expected to develop and implement targeted programmes or interventions aimed at addressing identified challenges in Elias Motsoaledi Local Municipality. These will include, but not be limited to:

- Executive wellbeing workshops: one per year for all managers and supervisors.
 - Motivational talks.
- Wellness champion support: one training session a year.

3.4 Specific workshops

The service provider is further expected to conduct specific workshops in all Elias Motsoaledi Local Municipality Offices as and when required

- Women's workshops
- Men's workshops
- Stress Management workshop
- Gender-based violence workshop
- HIV&AIDS workshop

3.5 Lifestyle Screening (optional)

Lifestyle screening which includes screening for the following tests

- Blood pressure testing
- Glucose testing
- Body Mass Index
- Cholesterol testing
- HCT

3.6 Access to the service

The following turnaround times must be adhered to:

- The Service must be available to all employees 24 hours a day, 7 days a week and 365 days a year in multilingual language.

3.7 Management, administration, monitoring, and evaluation

- A dedicated Account Manager must be available to liaise with the organizations relevant Employee Wellness Official to co-ordinate the Programme and ensure that the Employee Wellness Programme contracted services are appropriately implemented, marketed, and fully integrated into the organization's programmes.

- A comprehensive case management report of all employees must be completed and be attended to by a dedicated case Manager as part of quality control.

- The appointed service provider will be required to submit reports to the Employee

Wellness Unit on a quarterly basis.

- Attend meetings request from EMLM as and when required.

- Reports or opinion written from examining Occupational Medical Health Practitioner containing the following

- The results of the medical examination.

- The physician's opinion as to whether the employee has any detected medical conditions that would place the employee at an increased risk of exposure to a related disease.

- Any recommended limitations on the employee or the use of personal protective equipment.

- A statement that the employee has been informed by the practitioner of the results of the medical examination and any medical conditions related to hazards exposure that require further explanation or treatment.as follows:

- In cases where lifestyle conditions, diseases, disabilities and incapability's are identified during OHS medical Surveillance, the report will be referred directly to Elias Motsoaledi Local Municipality Employee Wellness Unit.

- Medical surveillance reports and recommendations to be sent to Occupational Health and Safety Unit for their respective areas for further intervention

- Certificate of fitness to be valid for 2 years unless per determination by the Occupational Medical Health practitioner

3.8. Occupational Health and Safety Medical Surveillance Programme

a) Perform medical examination which shall compromise of the following:

- Lung Function Test
- Urine Test
- Hearing Test
- Eye Test
- Glucose Test
- Physical body Examination
- Spirometry test
- Chest X-Ray (For selected employees)
- Multi drug test (machine operators)

- Occupational History
- Fit for Employment Certificates Individual Reports
- Blood pressure testing

b) Submit full medical report on evaluation of each and every employee's medical and occupational history and identify physical ailments. The medical certificate should be valid for one year.

c) Occupational Medical Health Practitioner (OMHP) should be able to out-source the required specialist as and when required.

3.9. Incapacity Evaluation

a) By an Occupational Medical Practitioner.

b) Functional capacity Evaluation by an Occupational Therapist and report.

3.10 Vaccination for Solid Waste Employees

The service provider will be expected to perform vaccination of employees as and when required.

a) Hepatitis A and B vaccine

b) Tetanus vaccine

This vaccination must be performed by Occupational Medical Practitioner or Occupational Nurse in our premises.

4. PRICING SCHEDULE

The Service provider will be expected to use a "fee per utilization model" as per the staff complement Of Elias Motsoaledi Local Municipality. The service provider should indicate an all-inclusive admin fee and rate of rendering the following services, taking into consideration that the number of employees may decrease due to turnover or increase due to recruitment.

NO	DESCRIPTION OF SERVICES	QUANTITY	RATES YEAR 1	RATES YEAR 2	RATES YEAR 3
1.	Face to face Counselling (p/employee)	1			
2.	Online services: Marketing and promotion (per event)	1			
3.	Critical incident Management (p/incident)	1			
4.	Rehabilitation Centre Services (per admission/ per employee)	1			
5.	HIV & AIDS education, counselling, and support (per consultation/per employee)	1			
6.	Managerial Consultation (per consultation/per employee)	1			
7.	Training/workshop (Targeted interventions) (per training/session)	1			
8.	Motivational speakers (per session)	1			
9.	Executive well-being workshop (per training/session)	1			
10.	Stress Management workshop (per workshop)	1			
11.	Women's workshop (per workshop)	1			
12.	Men's workshop (per workshop)	1			
13.	Gender based violence workshop (per workshop)	1			
14.	HIV&AIDS workshop (per workshop)	1			
15.	Lifestyle screening: glucose testing, blood pressure testing, body mass index, cholesterol testing and HCT(per employee)	1			
16.	Medical surveillance entry (per employee)	1			
17.	Medical surveillance periodic (per employee)	1			
18.	Medical Surveillance exit (per employee)	1			
19.	Incapacity evaluation by Occupational Medical Practitioner (per employee)	1			

20.	Functional capacity evaluation by Occupational Therapist(per consultation)	1			
21.	Hepatitis A& B vaccine by Occupational Medical Practitioner or Occupational Nurse (per employee)	1			
22.	Tetanus vaccine by Occupational Medical Practitioner or Occupational Nurse (per employee)	1			
23.	Management and administration (Admin fee all-inclusive fixed cost)	1			
24.	Data and information system (Admin fee)	1			
25.	Travelling cost (p/km)	1			
		SUBTOTAL			
		VAT@15%			
		TOTAL PRICE			

Note: Quantities are for evaluation purposes. Travelling to the sites must be quoted in P/Km. Site Inspection by service provider is not necessary

NB: THE MUNICIPALITY RESERVES THE RIGHT TO ADD SERVICES THAT ARE NOT LISTED IN THE ABOVE LIST AND A QUOTATION WILL BE SOURCED FROM THE PANEL IN LINE WITH MARKET RELATED PRICES:

5. MINIMUM QUALIFYING REQUIREMENTS FOR PROSPECTIVE SERVICE PROVIDERS

RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILES DIVIDERS IN NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS

Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully complete and sign MBD Forms (1; 4; 6.1; 8 & 9) with relevant information using black ink.
2. Attach CSD registration report (**NB: Detailed not Summary**).
3. Valid copy of CIPC registration certificate.
4. Any alteration on the tender document must be signed (**NB: Not Initialed**).
5. Every page on the tender documents must be signed (**NB: Not Initialed**).
6. Attach a valid medical doctor qualification (**MBChB**) and registration with Health Professions Council of South Africa (**HPCSA**) for the director(s).
7. Valid CIPC Abridged Certificate for Annual returns (**Figures / Amount page**) (**NB applicable to entities that are in business for more than 12 months and must be paid within 30 days after the anniversary of the company's incorporation date**)
8. Company Profile (**Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number**).
9. Letter of good standing (**Compensation for Occupational Injuries and Disease Act (COIDA)**) from Department of Labour OR any company accredited by the Department of Labour.
10. Proof of Municipal rates and taxes or services charges:
 - i. Of the company and all of its directors not in arrears for more than 90 days or
 - ii. Confirmation from the municipality that municipal rates and taxes are not levied on the company and all its director(s), in respect of the address(es) reflected on the CIPC Registration Certificate or
 - iii. if leasing, a signed lease agreement by the lessor and the lessee / Municipal rates in the name of the lessor for both company and director(s).
11. Original Certified copies of ID's of the Director(s) (**Certification not older than 6 months before the closing date**).
12. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
 - All of the above requirements must be for both entities.

NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION.

FUNCTIONALITY EVALUATION CRITERIA:

1. PROPOSED ORGANIZATION, STAFFING AND KEY STAFF EXPERIENCE

The tenderer should indicate the company high level organizational structure and composition of their team responsible for this project. The key staff members involved with their main disciplines and or roles of responsibilities (job descriptions) and **DETAILED CV'S** must be attached to this page as well as the proposed technical and support staff allocated to work on the project to successfully implement this tender.

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	DESCRIPTION	TOTAL POINTS
COMPANY EXPERIENCE Previous work experience in rendering Employee Wellness Programme / conducting professional Occupational Health Medical Surveillance Programme <i>(Attach Appointment Letters / Purchase Orders, corresponding with Signed and Stamped Reference Letters)</i>	• 2x Appointment Letter(s) or Official Purchased Order & Signed and Stamped Reference Letter = 10 points • 3x Appointment Letter(s) or Official Purchased Order & Signed and Stamped Reference Letter = 20 points • 4x Appointment Letter(s) or Official Purchased Order & Signed and Stamped Reference Letter = 30 points • 5x or more Appointment Letter(s) or Official Purchased Order & Signed and Stamped Reference Letter = 40 points	40
COMPETENCY Medical Doctor, Social Worker, Clinical Psychologist and Occupational Therapist <i>(Attach detailed C.V & Certified copies of Qualifications not older than 6 months)</i>	Attach proof of qualifications and Detailed CV's of expertise to be used: <u>MEDICAL DOCTOR</u> • A registered Medical Health doctor qualification in terms of the Health Professions Council of South Africa (HPCSA) for registration as an independent medical doctor with 10 years' experience or more = 14 points <u>SOCIAL WORKER</u> • A certified Social worker registered with SACSSP (South African Council for Social Service Professions with 2 – 5 years' experience = 02 points <u>CLINICAL PSYCHOLOGIST</u> • A certified Clinical Psychologist registered with HPCSA (Health Professional Council of South Africa) with 2 – 5 years' experience = 02 points	20

	<u>OCCUPATIONAL THERAPIST</u> A registered Occupational Therapist with a degree in occupational therapist, registered with Occupational Therapy Association of South Africa (OTASA) = 02 points	
MOBILE CLINIC: 1. Bidders to submit certified copy of proof of ownership E-Natis registration certificate (certification not older than six months). 2. And in case of hiring, a letter of intent must be submitted with certified copy of proof of ownership (certification not older than six months). (Owned - attached proof (E-natis certificate) of ownership in the name of the company or Director) (Leased - original letter with the company letter head and signature from the company that will be renting the machinery (Attach Proof of E-natis Certificate of the owner)	MOBILE CLINIC: - Attach proof of ownership E-Natis registration certificate (if not attached no points will be allocated) = 40 points - Attach letter of intent in case of hiring and proof of ownership (if not attached no points will be allocated) = 20 points	40
MINIMUM QUALIFYING SCORE IS 70 POINTS		TOTAL 100

NB. Only bidders who score a minimum of 70 points will be further evaluated on Price and Specific Goals.

All technical enquiries should be directed to Manager: Directorate: Corporate Services at 013 262 3056 or lmashaba@emlm.gov.za/zmampuru@emlm.gov.za

PHASE 2: PRICE AND PREFERENTIAL POINTS ALLOCATIONS

For quotes with a Rand value above R50,000 000, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 Of 2000)

Price	=	80 Points
Specific Goals	=	20 Points
Total	=	100 Points

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)
Company which at least 51% is owned by Black	10	
Locality	10	
Within the area of Elias Motsoaledi Local Municipality	10	
Within the area of Sekhukhune District	06	
Within the area of Limpopo Province	04	
Within the area the Republic of South Africa	02	
TOTAL POINTS	20	

CONCLUSION

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2022

COMPULSORY MUNICIPAL BID DOCUMENTATION

MBD 1	: Invitation to tender
MBD 4	: Declaration of interest
MBD 6.1	: Preference points in terms of Preferential Policy Regulations 2022
MBD 8	: Declaration of bidder's past supply chain management practices
MBD 9	: Certificate of Independent Bid Determine

APPROVAL BY MUNICIPAL MANAGER

Ms. N.R MAHLAKWANA Pr Tech Eng
2nd GLOBLER AVENUE
GROBLERSDAL
0470

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOLEDI LOCAL MUNICIPALITY)					
BID NUMBER:	03/26/27	CLOSING DATE:	02 OCTOBER 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A MAXIMUM OF 3 OCCUPATIONAL MEDICAL PRACTITIONERS TO RENDER EMPLOYEE WELLNESS AND OCCUPATIONAL HEALTH SERVICES FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)				
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

02 GROBLER AVENUE					
GROBLERSDAL					
0470					
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:	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
<i>TOTAL NUMBER OF ITEMS OFFERED</i>			<i>TOTAL BID PRICE</i>		R
<i>SIGNATURE OF BIDDER</i>			<i>DATE</i>		
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		

CONTACT PERSON	H MASEMOLA	CONTACT PERSON	L MASHABA/Z MAMPURU
TELEPHONE NUMBER	013 262 3056	TELEPHONE NUMBER	013 262 3056
E-MAIL ADDRESS	hmasemola@emlm.gov.za	E-MAIL ADDRESS	lmashaba@emlm.gov.za / zmampuru@emlm.gov.za

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 ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.			
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 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. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	☐	☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	☐	☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	☐	☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	☐	☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	☐	☐ NO
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.			

3. Service Providers Declaration and Privacy Notice

- 3.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 3.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 3.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 3.2.2 conducting service provider vetting; and
 - 3.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 3.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 3.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 3.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 3.6 I confirm that I have read the notice and understand the contents.

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.

4. I, the undersigned certify that the information furnished on this declaration form is correct.

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 state¹.
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.

No.	Information	Please provide detail	
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 ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
	If yes, please furnish particulars :			
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?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
	If yes, please furnish particulars :			
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?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
	If yes, please furnish particulars :			
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>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
	If yes, please furnish particulars :			
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?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
	If yes, please furnish particulars:			
3.12.1	Name of director			

3.12.2	Name of relative		
3.12.3	Relationship		
3.13	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
	If yes, please furnish particulars:		
3.13.1	Name of director		
3.13.2	Related company		
Note:	SCM Regulations: “¹In 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. “² 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.		

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

Full Name	Identity Number	State Employee Number

5. Service Providers Declaration and Privacy Notice

- 5.1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- 5.2.2 conducting service provider vetting; and
- 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 5.6 I confirm that I have read the notice and understand the contents.

6. 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.	
NAME OF REP: _____	SIGNATURE: _____
DATE: _____	CAPACITY: _____

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

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 above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 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.

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).

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

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 80/20 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 80/20 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 80/20 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 80/20 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 80/20 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)
Company which at least 51% is owned by Black	10	
Locality	10	
Within the area of Elias Motsoaledi Local Municipality	10	
Within the area of Sekhukhune District	06	
Within the area of Limpopo Province	04	
Within the area the Republic of South Africa	02	
TOTAL POINTS	20	

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 :
:
:
:

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	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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page	Yes	No
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
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	No
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:		
5.	Service Providers Declaration and Privacy Notice 5.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information. 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to, 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality; 5.2.2 conducting service provider vetting; and 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality. 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations. 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available. 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. 5.6 I confirm that I have read the notice and understand the contents.		

5.7 I, the undersigned certify that the information furnished on this declaration form is correct.

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.

NAME OF REP: _____	SIGNATURE: _____
DATE: _____	CAPACITY: _____

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Tender Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ 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.

Service Providers Declaration and Privacy Notice

10. I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
11. I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 11.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 11.2 conducting service provider vetting; and
 - 11.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
12. I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
13. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
14. I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
15. I confirm that I have read the notice and understand the contents.
16. I, the undersigned certify that the information furnished on this declaration form is correct.

³ 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.

17. 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

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions>.