

GAMAGARA LOCAL MUNICIPALITY



BID NO: GM2026/227

APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

PREPARED BY:

GAMAGARA LOCAL MUNICIPALITY
C/o Hendrik van Eck & Frikkie Meyer Roads
KATHU
8446
Contact:
Name: Mr. Ditebogo Sebuasengwe
Telephone: (053) 723 6000
Client Ref. No.: GM2026/227

Bidder:

Total of the prices inclusive of VAT: Not Applicable

CLOSING DATE: 26 November 2026

CLOSING TIME: 10:00



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NAME OF BIDDER

ADDRESS :

:

:

:

TEL NUMBER:

FAX NUMBER :

CENTRAL SUPPLIER DATABASE REG NO:

B-BBEE LEVEL OF CONTRIBUTION: :

ID AMOUNT (VAT INCLUDED):.....Not Applicable.....



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PART T1: BIDDING PROCEDURES

PART T1.1 TENDER NOTICE AND INVITATION TO TENDER

Gamagara Local Municipality hereby invites bids in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, from consulting engineering service providers for **the provision of professional engineering and related services in planning, design, documentation and construction supervision of various municipal infrastructure projects for a period of 3 years as and when required**. Gamagara Local Municipality wishes to engage with Professional Service Providers in accordance with the Engineering Professions Act 46 of 2000.

Tender documents will be available on the E-tender webpage, <http://www.etenders.gov.za> from 23 October 2026. SCM tender enquiries can be directed to Mrs. Josephine Nampa at tel. (053) 723 6000 email at nampaj@gamagara.gov.za . **No tender documents will be made available at the Municipality.**

This bid will close on 26 November at 10:00. Completed bid documents, sealed in an envelope and clearly marked with **GM2026/227 “APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED ”** must be placed in the bid box in the foyer of Gamagara Local Municipality, corner Hendrick van Eck & Frikkie Meyer Road, Kathu, 8446.

No Bids will be accepted after the closing time or per facsimile or per e-mail. Gamagara Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of a bid. All bids will remain valid for a period of **120 days** after the time and date of opening.

The following conditions will apply:

Only tenderers that score above the minimum threshold of **70 points** of the maximum points for Quality will be considered.

Technical enquiries relating to this bid should be addressed to **Mr Ditebogo Sebuasengwe** Tel: +27 53 723 6000 e-mail: sebuasengwed@gamagara.gov.za and administrative enquiries should be forward to **Mrs Josephine Nampa** at Tel: +27 53 723 6000 email: nampaj@gamagara.gov.za.

Mr. L. Seetile

Municipal Manager



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PART T1: BIDDING PROCEDURES

PART T1.2: CHECKLIST OF MANDATORY DOCUMENTS

NO	ITEM	CONSULTANT TICK OFF
1	Declaration of interest MBD 4	
2	Preference points claim form MBD 6.1	
3	Declaration of Bidder's Past Supply Chain Management Practices MBD 8	
4	Certificate of Independent Bid Determination MBD 9	
5	Bidding Entity Information	
6	Central Supplier Database report (Not older than 3 months from closing date of this bid)	
7	Certified copy of Identification Document of Directors and/or Members.	
8	Authority of Signatory	
9	Certified copy of Certificate of Bidder's Certified B-BBEE Status Level of Contributor	
10	Proof of Professional Indemnity Insurance or written undertaking to obtain the required cover before allocation of an assignment, as specified in the Tender Data	
11	Schedule 1: Experience of Bidder with reference letters for Functionality Criteria	
12	Schedule 2: Experience of Key Personnel with CV and certified supporting documents	
13	Schedule 3: Approach Paper (Methodology)	
14	Categories that your firm wishes to apply for placing in the panel	



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PART T1: BIDDING PROCEDURES

PART T1.3: BID DATA

The tender shall be administered in accordance with the Municipal Finance Management Act, 2003 and the Municipal Supply Chain Management Regulations, the Gamagara Local Municipality Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, together with the applicable CIDB Standard for Uniformity in Engineering and Construction Works Contracts (current applicable edition) where relevant to infrastructure procurement. In the event of an inconsistency, applicable legislation and the Tender Data shall prevail.

The Standard Conditions of Bid makes several references to the bid data. The bid data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of bid.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause	Addition or Variation to Standard Conditions of Bid
1.1	The Employer is GAMARAGA LOCAL MUNICIPALITY .
1.2	The bid documents issued by the employer comprise of one volume only and consists of the following: PORTION 1: BID Part T1 Bidding Procedures Part T1.1 Bid Notice and Invitation to Bid Part T1.2 Checklist on Mandatory Documents Part T1.3 Bid Data Part T2 Returnable Documents and Schedules Part T2.1 Returnable Documents Part T2.2 Returnable Schedules Part T2.3 Checklist



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Clause	Addition or Variation to Standard Conditions of Bid
1.6.1	<i>ADD THE FOLLOWING TO THE CLAUSE 1.6.1:</i> Allocation of Projects will be as follows: Bidders that scored the highest scores in terms of the functionality criteria will be placed on the panel. When required to submit a request for proposal and / or request for quotation, bidders on the panel will be requested on a rotational basis to ensure fairness.
2.1	Only those bidders who satisfy the following eligibility criteria and who provide the required evidence in their bid submissions are eligible to submit bids and have their bids evaluated: - Only bidders that score above the minimum threshold of 70 of the maximum points for Quality, identified under the Quality Evaluation Schedule, will be considered. - Key Personnel must meet the minimum requirements for the key persons as stated in the Scope of works. - Where the key personnel are no longer available to undertake the necessary work after the award of the bid, the contractor shall within a period of 14 working days replace the key personnel listed in T.2.2.2: Schedule 2 with personnel with equivalent competencies and subject to approval by the Employer. Such approval shall not be unreasonably withheld. The key person shall be a suitably qualified and experienced individual who will be the single point accountability and responsibility for the management of the project, and who is registered with ECSA as PrEng or PrTechEng shall be required as a minimum. Failure to comply with the requirements or to complete T2.2.1, T2.2.2 & T2.2.3 may render the bid non-responsive. - National Treasury Central Supplier Database Bidders who are not registered on the National Treasury Central Supplier Database at close of bid, shall submit a copy of their application of registration, with their bid submission. Bids received from such bidders who have not submitted proof of their registration within 21 days after the closing date for bid submissions, will not be considered. - In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties. - Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this bid) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners. - In case of having a subsidiary arrangement, shall submit an audited proof (letter or



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Clause	Addition or Variation to Standard Conditions of Bid
	shareholding certificate) of agreement between the holding company and the subsidiary. 8. Bidders may only bid under 1 (one) company or 1 (one) consortium – bidding with more than 1 company or consortium will result in immediate disqualification. Gamagara Municipality will recognise the JV/Consortium as single entity for the duration of the contract. 9. Approach Paper including methodology. 10. The bidding entity has professional indemnity insurance cover issued by a reputable South African insurer in an amount of not less than R10 million in respect of a claim without limiting to the number of claims. 11. None of the documents with correction fluid on them. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory.
2.7	No briefing session required.
2.13.4	<i>ADD THE FOLLOWING TO THE CLAUSE:</i> “Only authorised signatories may sign the original and all copies of the bid offer where required in terms of 2.13.3.”
2.13.5	The Employer’s address for delivery of bid offers and identification details to be shown on each bid offer package are: Bid box location: Situated at the foyer of Gamagara Local Municipality Physical address: GAMARAGA LOCAL MUNICIPALITY Corner of Hendrick van Eck & Frikkie Meyer Roads Kathu, 8446 Identification details: TENDER NO: GM2026/227 The name and address of the bid shall be entered on the back of the envelope.



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Clause	Addition or Variation to Standard Conditions of Bid
2.15.1	The closing time and location for the submission of bid offers are: Refer to Bid Notice and Invitation to Bid (Section T1.1 of the document).
2.23	The following information are to be provided with the bid: A: Declaration of interest MDB 4 B: Preference points claim form MBD 6.1 C: Declaration of Bidder's Past Supply Chain Management Practices MDB 8 D: Certificate of Independent Bid Determination MBD 9 E: Bidding Entity Information F: Central Supplier Database report (Not older than 3 months from closing date of this bid) G: Certified copy of Certificate of Incorporation (if bidder is a Company), Certified copy of Founding Statement (if bidder is a Closed Corporation), Certified copy of Partnership Agreement (if bidder is a Partnership), Certified copy of Identity Document (if bidder is a One-man concern) I: Authority of Signatory J: Certified copy of Certificate of Bidder's Certified B-BBEE Status Level of Contributor K: Certified copy of Professional Indemnity Insurance L: Categories that your firm wishes to apply for placing in the panel M: Schedule 1: Experience of Bidder with reference letters for Functionality Criteria N: Schedule 2: Experience of Key Personnel with CV and certified supporting documents



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Clause	Addition or Variation to Standard Conditions of Bid															
	O: Schedule 3: Approach Paper (Methodology)															
3.8.3	Add the following new sub item to Item 3.8: Functionality Criteria The functionality criteria are as listed in the table below: <table><tr><th>Quality criteria</th><th>Evaluation Schedule</th><th>Maximum number of points</th></tr><tr><td>Previous experience in applied category</td><td>Schedule 1</td><td>35</td></tr><tr><td>Experience of key personnel:</td><td>Schedule 2</td><td>35</td></tr><tr><td>Approach paper (Methodology)</td><td>Schedule 3</td><td>10</td></tr><tr><td>Maximum possible score for quality (M_s)</td><td></td><td>80</td></tr></table> The Bidder must comply with the minimum requirements in accordance with the Functionality Criteria table above and must obtain at least 70 under the Points Allocation of the Functionality Criteria to qualify.	Quality criteria	Evaluation Schedule	Maximum number of points	Previous experience in applied category	Schedule 1	35	Experience of key personnel:	Schedule 2	35	Approach paper (Methodology)	Schedule 3	10	Maximum possible score for quality (M_s)		80
Quality criteria	Evaluation Schedule	Maximum number of points														
Previous experience in applied category	Schedule 1	35														
Experience of key personnel:	Schedule 2	35														
Approach paper (Methodology)	Schedule 3	10														
Maximum possible score for quality (M_s)		80														
3.11.1	Only bids that pass the eligibility criteria shall be evaluated. Evaluation shall be done in terms of Functionality and Preferences. The maximum points for this bid are allocated as follows: <table><tr><td></td><td>POINTS</td></tr><tr><td>FUNCTIONALITY:</td><td>80</td></tr><tr><td>B-BBEE:</td><td>10</td></tr><tr><td>Locality:</td><td><u>10</u></td></tr><tr><td>Total points for Functionality and Specific goals</td><td>100</td></tr></table>		POINTS	FUNCTIONALITY:	80	B-BBEE:	10	Locality:	<u>10</u>	Total points for Functionality and Specific goals	100					
	POINTS															
FUNCTIONALITY:	80															
B-BBEE:	10															
Locality:	<u>10</u>															
Total points for Functionality and Specific goals	100															
3.11.8	Scoring preference The Preferential Procurement Regulations, 2022 apply. Each request for quotation/proposal issued to the panel shall state the applicable 80/20 or 90/10 preference point system, the specific goals for which points will be awarded, the points allocated to each goal and the acceptable proof required. 1. B-BBEE status may be used as evidence for a specific goal only where this is provided for in the Municipality's approved SCM/Preferential Procurement Policy and the relevant															



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Clause	Addition or Variation to Standard Conditions of Bid												
	call-off document. Failure to submit proof for a claimed specific goal shall result in no points being awarded for that goal, subject to the applicable SCM requirements. A B-BBEE Verification Certificate shall be submitted. The certificate shall have been issued by: (i) a verification agency accredited by the South African National Accreditation System (SANAS); or (ii) a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA), in accordance with Government Notice 754 issued by the Department of Trade and Industry on 23 September 2011 under Government Gazette 34612; or (iii) Sworn Affidavit and The date of issue of the certificate must be less than 12 (twelve) months prior to the advertised bid closing date. In the event of a Joint Venture (JV), a consolidated B-BBBEE Verification Certificate in the name of the JV shall be submitted. 2. Locality Locality points shall be allocated as follows: <table><tr><th>Locality</th><th>Number of Points for Locality 80/20</th><th>Number of Points for Locality 90/10</th></tr><tr><td>Within boundaries of Gamagara Local Municipality</td><td>10</td><td>05</td></tr><tr><td>Outside boundaries Gamagara Local Municipality, but within the boundaries of Northern Cape Province</td><td>05</td><td>2.5</td></tr><tr><td>Outside boundaries of the Northern Cape</td><td>0.00</td><td>0.00</td></tr></table> a. When the municipality invites and evaluates bids based on locality as a set preference goal, it must be stated as such on the invitation. b. Locality shall be deemed as all bidders operating and stationed within the boundaries of Gamagara Local Municipality c. Expanded term for locality shall be deemed for bidders operating and stationed outside of John Taolo Gaetsewe District but with the Northern Cape Province. d. Bidders shall provide proof of locality by submitting one or more of the following: i. Municipal Account in the bidder's name. ii. Proof of residence in the bidder's name. iii. Bank statement with the bidder's address. iv. Lease agreement indicating a local address, where the lessee is the bidder. e. The bidder must submit proof of locality to claim points for locality. f. Bidder failing to provide the proof of locality, shall claim zero points for locality.	Locality	Number of Points for Locality 80/20	Number of Points for Locality 90/10	Within boundaries of Gamagara Local Municipality	10	05	Outside boundaries Gamagara Local Municipality, but within the boundaries of Northern Cape Province	05	2.5	Outside boundaries of the Northern Cape	0.00	0.00
Locality	Number of Points for Locality 80/20	Number of Points for Locality 90/10											
Within boundaries of Gamagara Local Municipality	10	05											
Outside boundaries Gamagara Local Municipality, but within the boundaries of Northern Cape Province	05	2.5											
Outside boundaries of the Northern Cape	0.00	0.00											



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Clause	Addition or Variation to Standard Conditions of Bid
3.13.1	A Bid offer will only be accepted on condition that such acceptance is not prohibited in terms of the Municipal Supply Chain Management Regulations published in terms of the Municipal Finance Management Act, 2003.



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PART T2: RETURNABLE DOCUMENTS AND SCHEDULES

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PART T2: RETURNABLE DOCUMENTS AND SCHEDULES

PART T2.1: LIST OF RETURNABLE DOCUMENTS

Documents required for tender evaluation purposes.

The tenderer shall attach to this tender document in the form of a bind document the following documentation in the same order as follows:

- a) Declaration of interest (failure to complete and submit this form may lead to disqualification) MBD 4
- b) Preference points claim form MBD 6.1
- c) Declaration of Bidder's Past Supply Chain Management Practices MBD 8
- d) Certificate of Independent Bid Determination MBD 9
- e) Tendering Entity Information
- f) Central Supplier Database report (Not older than 3 months from closing date of this tender)
- g) Authority of Signatory
- h) Certified copy of Certificate of Tenderer's Certified B-BBEE Status Level of Contributor
- i) Certified copy of Professional Indemnity Insurance



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A: DECLARATION OF INTEREST (MBD 4)

1.	No bid will be accepted from persons in the service of the state.	
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 the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.	
3.1	Full Name of bidder or his / 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:	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?	YES / NO
3.8.1	If yes, furnish particulars:	
¹ MSCM Regulations: "in the service of the state" means to be – (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces;		



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(b) a member of the board of directors of any municipal entity; (c) an official or 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 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 exercise control over the company.		
3.9	Have you been in the service of the state for the past twelve months?	YES / NO
3.9.1	If yes, furnish particulars:	
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES / NO
3.10.1	If yes, furnish particulars:	
3.11	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES / NO
3.11.1	If yes, furnish particulars:	
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	YES / NO
3.12.1	If yes, furnish particulars:	
3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	YES / NO
3.13.1	If yes, furnish particulars:	



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3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES / NO
3.14.1	If yes, furnish particulars:	

1. Full details of directors / trustees / members / shareholders		
Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of the bidder



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B: PREFERENCE POINTS CLAIM TO PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1)

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

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

1.2 The total value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Location = 10	
BEE = 10	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

B-BBEE Level Contributor

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Locality

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:
 - municipal account registered in the name of the tenderer not older than 3 months.



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- where the tenderer is not the owner of the property / business:
 - a valid lease agreement; or
 - affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
- where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.

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

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
- (f) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (g) **“tender for income-generating contracts”** means a written offer in the form determined by a municipality 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 municipality and a third party that produces revenue for the municipality, 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

“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 or 90/10

$P_s \square 80 \square 1 \square P_t \square P_{min} \square$ or
 $\square \text{ ————— }$
 $\square$
 $\square P_{min}$
 $\square$

$P_s \square 90 \square 1 \square P_t \square P_{min} \square$
 $\square \text{ ————— }$
 $\square P_{min} \square$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	5.0	10
2	4.0	8
3	3.5	7
4	3.0	6
5	2.0	4
6	1.5	3
7	1.0	2
8	0.5	1
Non-compliant contributor	0	0

- 4.2 In cases where municipality intend to use the Preferential Procurement policy of Council section 8.7, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, a municipality 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 municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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Local Office within area of jurisdiction	Number of points (80/20 system)
Within the boundaries of Gamagara Local Municipality	10
Outside the boundaries of Gamagara Local Municipality, but within the boundaries of Northern Cape Province	5
Outside the Northern Cape Province	0

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)
LOCALITY	10	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS

1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =.....(maximum of 5 or 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)



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7. DECLARATION WITH REGARD TO COMPANY/FIRM

- 7.1 Name of company/firm.....
- 7.2 Company registration number.....
- 7.3 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ Non-Profit Company
 - ☐ State Owned Company

[Tick applicable box]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

7.4 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

3.1. 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



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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 forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

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

Item	Question	Yes	No
4.1	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:		



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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:		
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:		



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(3) YEARS AS AND WHEN REQUIRED**

**C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(MBD 8)**

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND
CORRECT.**

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

D: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

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



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid: GM2026/227 Appointment Of A Panel Of Consulting Engineering Service Providers For The Provision Of Professional Civil Engineering Services For A Period Of Three (3) Years As And When Required in response to the invitation for the bid made by:

GAMAGARA LOCAL MUNICIPALITY

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
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.



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

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

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.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

E: TENDERING ENTITY INFORMATION

Indicate the type of entity tendering with X:

Sole Proprietary	
Close Corporation	
Company	
Joint Venture	

1. Name and Registered Physical address of Tendering Entity:

a) **Name of Tendering Entity:**

.....

b) **Physical Address of Tendering Entity:**

.....

.....

.....

.....Postal Code:

c) **Postal Address of Tendering Entity:**

.....

.....

.....

.....Postal Code:

2. **Particulars of sole proprietors, partners in partnership or Close Corporation or members enterprise of JV:**



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a) For sole proprietors, partners in partnership or Close Corporation

No	Name and Surname	Identity Number	%Owned	Black or Non-Black
1				
2				
3				
4				

b) For Joint Ventures

No	Name of Member of JV	%Owned	Black or Non-Black
1			
2			
3			
4			

3. Particulars of Tendering Entity (Sole Proprietors or Partners in a Partnership or Close Corporation)

Company Registration Number:

Close Corporation Number:

Tax Reference Number:



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B-BBEE: Status Level:

4. Particulars of Tendering Entity (JV)

Member 1:

Company Registration Number:

Close Corporation Number:

Tax Reference Number:

B-BBEE: Status Level:

Member 2:

Company Registration Number:

Close Corporation Number:

Tax Reference Number:

B-BBEE: Status Level:

Member 3:

Company Registration Number:

Close Corporation Number:



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Tax Reference Number:

B-BBEE: Status Level:

Member 4:

Company Registration Number:

Close Corporation Number:

Tax Reference Number:

B-BBEE: Status Level:



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ATTACH THE FOLLOWING DOCUMENTS

For Closed Corporations:

- Certified ID copies of Members of Tendering Entity

For JV's:

- JV Agreement

For Companies:

- Certified ID Copies for members of the tendering entity

Name of Tender: Date:.....

Signature: Position:

Full Name of signatory:



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F: CENTRAL SUPPLIER DATABASE REPORT (NOT OLDER THAN 3 MONTHS FROM CLOSING DATE OF THIS TENDER)

Attach document to this page



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SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

Name of Tender: Date:.....

Signature: Position:

Full Name of signatory:



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G: CERTIFIED COPY OF IDENTIFICATION DOCUMENT OF DIRECTORS AND/OR MEMBERS.

Attach document to this page



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SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

Name of Tender: Date:.....

Signature: Position:

Full Name of signatory:



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H: AUTHORITY OF SIGNATORY.

Details of person responsible for tender process:

Name:	
Contact Number:	
Office Address:	

Signatories for Tendering Entity shall confirm their authority to do so by attaching **a duly signed and dated original or certified copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

CERTIFICATION

I, the undersigned (name) certify that the information furnished on this form is true and correct

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....

SIGNATURE

.....

DATE

.....

POSITION

.....

Name of Bidder

FULL NAME OF SIGNATORY:



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I: CERTIFIED COPY OF CERTIFICATE OF TENDERER'S CERTIFIED B-BBEE STATUS LEVEL OF CONTRIBUTOR

Attach document to this page



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Name of Tender: Date:.....

Signature: Position:

Full Name of signatory:



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J: CERTIFIED COPY OF PROFESSIONAL INDEMNITY INSURANCE (compulsory)

Attach document to this page



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Name of Tender: Date:.....

Signature: Position:

Full Name of signatory:



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PART T2: RETURNABLE DOCUMENTS AND SCHEDULES

PART T2.2: RETURNABLE SCHEDULES

The tenderer must complete the following returnable schedules.

The documents and schedules the tenderer shall submit with the tender shall include, but not be limited to those set out below.

Documents that will become part of the Contract:

INDEX

Section	Description	Page No
T2.2.1	SCHEDULE 1: EXPERIENCE OF THE TENDERER	45
T2.2.2	SCHEDULE 2: EXPERIENCE OF KEY PERSONNEL.....	48
T2.2.3	SCHEDULE 3: APPROACH PAPER.....	52



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T2.2.1: SCHEDULE 1: EXPERIENCE OF THE TENDERER

The experience of the tenderer shall be assessed based on the **company's experience**, and not the experience of individual key personnel, in the provision of professional engineering services within the **Public Sector and Local Government environment in South Africa**.

Only projects undertaken and successfully completed within the **ten (10) years preceding the date of the tender advertisement** will be considered for evaluation.

For each project submitted as evidence of experience, the tenderer shall provide a **reference letter issued by the relevant employer/client** confirming the successful completion of the project. The reference letter should, as a minimum, indicate:

- Name of the employer/client;
- Project name and description;
- Nature and scope of professional engineering services rendered;
- Contract/project value, where applicable;
- Date of appointment and/or project commencement;
- Date of completion;
- Confirmation that the services were successfully completed; and
- Name and contact details of the employer/client representative.

Only projects undertaken for **South African National Government, Provincial Government, Local Government, Municipal Entities, Public Entities or other recognised organs of state** will be considered.

Projects undertaken solely for private-sector clients will **not** be considered for purposes of evaluating the tenderer's experience under this criterion.

A tenderer may apply for a **maximum of three (3) categories** under this tender.

The panel/database shall be limited to a **maximum of ten (10) successful tenderers per category**, subject to tenderers meeting all mandatory, functionality and other applicable tender requirements.

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, where available	Description of project nature and location	Contract value of the project inclusive of VAT (Rand)	Professional fees of the project inclusive of VAT (Rand)	Date	
				Start	Completion (Actual)



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

1. Civil Engineering Consulting Services:

For every project submitted for evaluation, the tenderer shall provide:

- A traceable letter of appointment, purchase order or contract issued by the employer/client; **and**
- A reference/completion letter on the employer/client's official letterhead confirming successful completion of the professional engineering services.

NB: For maximum 35 points

Professional fees of project completed in the Public or Local Government Space

QUALITY ASSESSMENT CRITERIA FOR CATEGORY A TO C

Experience shall be assessed based on **three (3) successfully completed projects** meeting the professional-fee requirements below. (35 Points)

Previous projects (Reference letters from Employers should be attached to claim points)

- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R 4.5 million of which 1 project fees was greater than R10 million **(35 Points)**
- Tenderer has successfully completed 3 projects of with Professional fees equal to or greater than R3.5 million of which 1 project fees was greater than R7.5 million **(25 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R2 5 million of which 1 project fees was greater than R5 million **(20 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R2 million of which 1 project fees was greater than R3 million **(15 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R1 5 million of which 1 project fees was greater than R2.5 million **(10 Points)**
- Tenderer has submitted no and or inadequate information to determine scoring level. (0 Points)

QUALITY ASSESSMENT CRITERIA FOR CATEGORY D TO I

Experience in Projects (35 Points)

Previous projects (Reference letters from Employers should be attached to claim points)

- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R 1.5 million of which 1 project fees was greater than R2 million **(35 Points)**
- Tenderer has successfully completed 3 projects of with Professional fees equal to or greater than R1 million of which 1 project fees was greater than R1.5 million **(25 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R0.75 million of which 1 project fees was greater than R1 million **(20 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R0.5 million of which 1 project fees was greater than R0.75 million **(15 Points)**
- Tenderer has successfully completed 3 projects with Professional fees equal to or greater than R0.3 million of which 1 project fees was greater than R0.5 million **(10 Points)**



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- Tenderer has submitted no and or inadequate information to determine scoring level. **(0 Points)**

Total
35 points

Note:

If any one of the three projects fails to meet the minimum threshold for a particular scoring band, the bidder should be assessed against the **next lower band** until all three projects meet that band's requirements.



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T2.2.2: SCHEDULE 2: EXPERIENCE OF KEY PERSONNEL

The qualifications, professional registration and relevant experience of the proposed key personnel will be evaluated against the requirements of the category applied for and the position proposed by the Tenderer.

For each Category applied for (Categories A–G), the Tenderer must nominate a Category Leader with a professional registration appropriate to that discipline. Categories A, B, C, D and F: Pr Eng or Pr Tech Eng registered with ECSA in the relevant discipline. Category E (Surveying): an appropriately registered Professional Geomatics Practitioner / Professional Land Surveyor with the South African Geomatics Council (SAGC), as relevant to the services offered. Category G (Environmental Specialist): a Registered Environmental Assessment Practitioner with EAPASA and/or a Pr.Sci.Nat registered with SACNASP in a relevant environmental field, as applicable to the services offered.

A key person may be nominated for a maximum of **two (2) Categories**.

The Tenderer must submit CVs using the prescribed format below. Each CV must not exceed **three (3) pages** and must be supported by copies of the relevant academic qualifications and professional registration certificates.

CV INFORMATION REQUIRED

- Proposed Position
- Name and ID Number
- Nationality
- Years with the Firm
- Contact Details
- Academic Qualifications
- Professional Membership and Registration Number
- Computer / Design Software Skills
- Relevant Project Experience in South Africa
- Relevant Project Experience in Other Countries

For each project listed, provide:

- Project Name
- Client
- Organisation / Employer
- Project Value
- Duration – From / To



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- Position Held
- Responsibilities / Work Performed

CONSENT

I hereby consent to being nominated by the Tenderer for the position and Category indicated in this tender and confirm my availability to perform the required services should the Tenderer be appointed.

Signature: _____

Date: _____

ENCLOSURES

1. Certified copies of academic qualifications.
2. Proof of valid professional registration.

The CVs will be used for evaluation of the nominated personnel. **One individual may be nominated for a maximum of two (2) roles/Categories.** All nominated personnel must also be reflected in the organogram submitted under Schedule 3.

SCORING OF KEY PERSONNEL – 35 POINTS

A. CATEGORY LEADER – 15 POINTS

1. Academic Qualification – 5 Points

- BSc / BEng / BTech or equivalent relevant Engineering qualification = **5 points**

2. Professional Registration – 5 Points

- Registered Professional Engineer (Pr Eng) = **5 points**
- Registered Professional Engineering Technologist (Pr Tech Eng) = **5 points**

The professional registration must be relevant to the Category applied for.

3. Relevant Work Experience – 5 Points

- Below 5 years = **0 points**
- 5 to below 7 years = **3 points**
- 7 to below 10 years = **4 points**
- 10 years and above = **5 points**



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B. SUPPORT PROFESSIONALS – 15 POINTS

The Tenderer must nominate **two (2) suitably qualified support personnel**, with a maximum score of **7.5 points per person**.

Suitable personnel may include a Civil Engineer, Engineering Technologist or Engineering Technician or Scientist relevant to the Category applied for.

1. Professional Registration – 2.5 Points

- Pr Eng / Pr Tech Eng / Pr Scientist = **2.5 points**
- Pr Techni Eng = **1.5 points**
- No applicable professional registration = **0 points**

2. Relevant Work Experience – 5 Points

- Below 5 years = **0 points**
- 5 to below 7 years = **3 points**
- 7 to below 10 years = **4 points**
- 10 years and above = **5 points**

Maximum per Support Professional: 7.5 points

Maximum for two Support Professionals: 15 points

C. DESIGN SOFTWARE – 5 POINTS

The Tenderer must demonstrate access to appropriate discipline-specific technical software and/or tools relevant to the Category applied for.

Where proprietary software is proposed, submit proof of a valid licence/subscription or other verifiable right of use. Where open-source or specialist tools are proposed, identify the software/tool and demonstrate its intended use in delivering the Category services.

Examples include, where applicable:

- AutoCAD / Civil 3D
- MicroStation
- ReticMaster
- DigSILENT
- Other equivalent discipline-specific engineering design software

Valid proof of appropriate engineering design software = **5 points**



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TOTAL: 35 POINTS

Note: The Municipality may require additional professional and technical resources during execution of the contract. These resources will not be scored during the functionality evaluation unless specifically stated elsewhere in the tender.

Such resources may include:

- Land Surveyor
- Civil Engineer
- Construction Project Manager
- Junior Engineer / Technologist / Technician
- GIS Specialist
- CAD Operator
- Environmental Specialist
- Health and Safety Agent
- Social Facilitator
- Property Valuer
- Geologist
- Administrative / Office Support

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

Signed

Date

Name

Position

Tenderer



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T2.2.3: SCHEDULE 3: APPROACH PAPER

The Tenderer must submit an Approach Paper demonstrating its understanding of the Panel of Professional Engineering and Related Services and explaining how the Tenderer intends to deliver services under the specific Category or Categories applied for.

The Approach Paper must be relevant to the nature and scope of services applicable to the Category applied for and must demonstrate the Tenderer's proposed approach to the planning, execution, management and monitoring of assignments that may be issued by the Municipality during the term of the Panel.

Where the Tenderer applies for more than one Category, the Approach Paper must clearly demonstrate how the proposed methodology, personnel and resources will address the requirements of each Category applied for.

The approach paper must respond to the scope of work the nature of the contract, the main option that has been selected for the contract and outline the proposed approach / methodology including that relating to the controlling programming and management of sub consultants in relation to the works that may be provided over the term of the contract. The approach paper as such needs to:

Table of Contents: Listing of contents of the approach paper with page numbers and/ references to annexures (if any);

Executive Summary: A brief summary of the whole contents of the approach paper;

Approach: Detailed approach that the tenderer feels best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables as per the category (ies) you are applying for, detailing at least the following:

1. Understating of Project Scope
2. Methodology to be adopted; including generic Project implementation schedule for the services as given in scope of work (Activity, task and sub-task wise to achieve the deliverables); Organogram for the proposed project team and their responsibilities;
3. Identified project implementation Risks and Risk Management proposal;
4. Quality control mechanism to be adopted for project deliverables;
5. Stakeholder identification, management and reporting mechanism to be followed.



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The Approach Paper must include the following:

1. Understanding of the Scope – 2 Points

The Tenderer must demonstrate a clear understanding of:

- the purpose and nature of the Panel;
- the scope of professional services applicable to the Category applied for;
- the typical activities and deliverables that may be required by the Municipality; and
- the proposed approach to meeting assignment-specific timeframes and requirements.

2. Methodology and Implementation Approach – 3 Points

The Tenderer must provide a clear methodology describing how assignments under the Panel will be undertaken, including:

- proposed project initiation and planning;
- execution of professional services relevant to the Category applied for;
- generic implementation programme showing key activities, tasks and deliverables;
- allocation of responsibilities within the proposed project team;
- organogram showing the Category Leader and support personnel; and
- management and coordination of sub-consultants or specialist resources, where applicable.

. Risk Management – 2 Points

The Tenderer must identify typical risks that may arise during implementation of assignments under the Category applied for and describe appropriate measures for managing and mitigating such risks.

Risks may include, where relevant:

- programme and time delays;
- technical and design risks;
- stakeholder and community risks;
- statutory and approval risks;
- cost and budget risks;
- availability of specialist resources; and
- construction or implementation-related risks.



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4. Quality Control and Quality Assurance – 2 Points

The Tenderer must describe the quality control and quality assurance systems that will be applied to assignments undertaken through the Panel.

The submission should include, where applicable:

- internal design reviews;
- checking and approval procedures;
- document control;
- technical peer reviews;
- compliance with applicable standards and specifications; and
- control of project deliverables before submission to the Municipality.

5. Stakeholder Management and Reporting – 1 Point

The Tenderer must describe its proposed approach to:

- identification and management of relevant stakeholders;
- communication and coordination with the Municipality;
- management of affected communities and other stakeholders where applicable;
- progress reporting;
- technical reporting; and
- escalation and resolution of project-related matters.

TOTAL: 10 POINTS

The Approach Paper must be **specific to the Category or Categories applied for**. Generic submissions that do not demonstrate an understanding of the relevant Category and the nature of services required by Gamagara Local Municipality may score lower during evaluation.



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CATEGORIES THAT YOUR FIRM WISHES TO APPLY FOR PLACING IN THE PANEL

Mark the categories that your firm wishes to apply for placing on the panel.

Please mark the relevant blocks in the table below with an X

CATEGORIES	Description	Mark (x)	Years of Experience
A Water resources engineering			
	Water Resources and Bulk		
	Water Reticulation		
	Water Treatment		
	Water Demand and Conservation Management		
	Dams, Reservoirs		
	Bulk Sewer and Network System		
	Wastewater Treatment		
	Water and Sanitation Master Plan		
	Water Services Institutional / Audits		
	Groundwater Development and Management		
B Transportation engineering			
	Traffic Engineering		
	Roads		
	Roads Pavement Management		
	Stormwater designs		
C Structural engineering			
	structural design		
	Towers		
	Buildings (structural analysis)		
	Dams, Reservoirs		
D Urban engineering			
	Facilities		
	Solid Waste		
	Asset Management		
	Housing Projects		
	Labour Intensive Projects		
	Geoscience		
	Telemetry / Scada		
E Surveying			
	Land surveying		
	Geographic information systems.(GIS)		
F Geotechnical engineering			
	Geotechnical		
	Site investigation Reports		
	Landfills sites		
	Dolomitic studies		
G Environmental specialist			
	Environmental Impact Assessment / Environmental Authorisation		
	Environmental Management Programmes and Compliance Monitoring		



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	Environmental Audits, Rehabilitation and Closure Planning		
	Environmental Permitting and Specialist Environmental Studies		
H			
Geohydrological specialist			
I			
OCCUPATIONAL HEALTH AND SAFETY			
J			
SOCIAL FACILITATORS			

The category of expertise applied for above must be substantially supported with documentary proof as follows:

Furnish names, qualifications and expertise of the individuals in the company in the table below:

Names and Qualifications of Partners, Directors and Associates (only list Ones in this office)	Expertise	Total years of Experience	Years with Firm
Names and Qualifications of Registered Professional staff other than those Listed above. (Only list the ones In this office)	Expertise	Total Experience	Years with Firm



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Previous experience:

Please provide the following information concerning the partners/directors, in the spaces provided below, and in a **separate annexure attached to this form, giving complete details, including a CV, indicating for which of the categories applied for, they are responsible:** The types of projects handled, stating the involvement in each project: (i.e. Design, leader, supervision, assisted in design, about 10% of total value, etc): the total value of the project and of the work directly involved with, and date completed. Similar information must also be provided, in abbreviated form, for other senior staff members in the categories applied for.

Names and qualifications of all professionals/ Directors/ Partners in the firm	Total experience	Years with firm

Personnel:

State the total number of employees involved with the categories applied for: (i.e. Engineers, Engineering technicians etc.)

Occupation	Number
Professional Civil Engineers	
Engineers / Technologists	
Technicians	
Tech. Assistants (Clerk of Works)	
Number of technical personnel	
Number of non-technical personnel	
Other (Please Specify)	

Ownership of the Firm (please provide copy of original certificate of share-holding with stamp from registrar of companies)

Name	Position occupied in firm	Identity Number	Citizenship	Date of Ownership



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NOTE: Where owners are themselves a company or partnership, identify the ownership of the holding firm.

SPECIALISATION/EXPERTISE

It is the intention of GLM to split the Consultants' Panel into various specialized fields for which the firm may claim expertise and experiences. When considering a firm for appointment to a project, only those registered in that category will be short-listed. The following Fields of Specialization are those, which are of interest to, and in use by GLM. Should you have specialized knowledge and expertise which, you feel, will be useful to GLM, you are welcome to draw our attention to this with an addendum to the application form. It is a condition of registration that at least one of the Principals (Directors, Partners or Associates) shall have the necessary expertise and will supervise the running of the project. Minimums of 3 (three) past projects are to be listed with values and contact person or referee.

Please be advised that the references will be checked. The Principal with the necessary expertise must be in the employment of the firm/company.

FIELDS OF SPECIALISATION

A. Water resources engineering (PROJECTS):

Clear and definite knowledge in Design, Water Reticulation, Water and Sanitation Master Plan and Water and sanitation projects coupled with hands-on experience and proof of previous involvement is a necessity/requirement to claim this expertise.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise? (Tick)

Yes	No
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If Yes, Give the name of the Principal/s who claim this expertise?



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B. Transportation engineering (PROJECTS)

Clear and definite knowledge in Traffic Engineering, Roads design, Stormwater designs and Roads Pavement Management projects coupled with hands-on experience and proof of previous involvement is a necessity/requirement to claim this expertise.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise? (Tick)

Yes	No
-----	----

If Yes, Give the name of the Principal/s who claim this expertise?.....

C. Structural engineering

Clear and definite knowledge in structural design, Towers, Reservoir and buildings projects coupled with hands-on experience and proof of previous involvement is a necessity/requirement to claim this expertise.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise? (Tick)

Yes	No
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If Yes, Give the name of the Principal/s who claim this expertise?.....



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D. Urban engineering

Clear and definite knowledge in Solid Waste, projects, Housing Projects and Labour Intensive Projects coupled with hands-on experience and proof of previous involvement is a necessity/requirement to claim this expertise.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise? (Tick)

Yes	No
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If Yes, Give the name of the Principal/s who claim this expertise?.....

E. Surveying

Clear and definite knowledge in Land surveying and GIS projects coupled with hands-on experience and proof of previous involvement is a necessity/requirement to claim this expertise.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise (Tick)

Yes	No
-----	----

If Yes, Give the name of the Principal/s who claim this expertise?.....



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F. Geotechnical engineering

Clear and demonstrable knowledge and experience in geotechnical investigations, geotechnical design/advice, site investigation reports, landfill/geotechnical assessments and dolomitic studies, as applicable, supported by evidence of previous involvement.

PROJECT	VALUE (Mill)	CONTACT	PHONE

Does this office claim this expertise (Tick)

Yes	No
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If Yes, Give the name of the Principal/s who claim this expertise?.....

G. Environmental Specialist (PROJECTS)

Demonstrate relevant experience in environmental assessment/authorisation, environmental management programmes, compliance monitoring/auditing, rehabilitation and other environmental specialist services applicable to municipal infrastructure projects.

PROJECT	VALUE (R)	CLIENT / CONTACT	CONTACT NO.

Does this office claim this expertise (Tick)

Yes	No
-----	----

If Yes, Give the name of the Principal/s who claim this expertise?.....



BID NO: GM2026/227 APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**SCOPE OF WORK**

The Gamagara Local Municipality is located in the Northern Cape Province comprising of four towns namely; Kathu, Olifantshoek, Babatas and Dibeng. It is predominantly a mining municipality that attract migration of job seekers towards Kathu town and subsequently a creation of a burden on the existing infrastructure.

The objective of Gamagara Local Municipality is to establish a panel of suitably qualified and experienced Professional Service Providers to render professional engineering and related specialist services, on an as-and-when-required basis, for a period of three (3) years. Appointed panel members will provide services within the Municipality's area of jurisdiction under the Category or Categories for which they have been appointed.

Implementation of the Works will predominantly be the provision of professional engineering services to investigate, design, develop, document, assist in procuring a necessary construction, bulk supply upgrading and service connections, monitoring and validation of the project.

The scope, deliverables and fee basis for each assignment will be defined in the relevant request for quotation/proposal or task order. Where applicable, the Municipality may have regard to current professional fee guidelines issued by the relevant statutory professional council; however, the applicable fee/price for an assignment will be determined through the Municipality's approved SCM process and the specific call-off request.

The work to be carried out by the Professional Service Provider (PSP) shall include but not limited to the following scope of works:

- Planning, studies, investigations and assessments
- Normal Services
 - Stage 1: Inception
 - Stage 2: Concept and Viability
 - Stage 3: Design Development
 - Stage 4: Documentation and Procurement
 - Stage 5: Contract Administration and Inspections
 - Stage 6: Close Out



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GAMAGARA LOCAL MUNICIPALITY

To: The Gamagara Local Municipality
Po Box 1001
KATHU
8446

Sir

In response to the official notice calling for the delivery of the services listed, I/we, the undersigned, carrying on a business under the name of:

Address: _____

Tel nr: _____

do hereby bid to supply the services in accordance with the General Conditions of Bid and the Specifications attached hereto except in so far as amended in our accompanying covering letter, at the prices given and to deliver those services within the stated delivery period measured from the date of the Council's letter of acceptance of my/our bid. Bid prices are included in Section "D" hereof

The undersigned agrees, that in terms of these documents this bid shall remain open for acceptance for a period of **4 (four)** months from the date on which bids are returnable and that notification of acceptance by the Municipal Manager shall constitute a binding contract with effect from the date of such notification. All payments will be in line with ECSA Guidelines and Disbursements will be approved by the Municipality otherwise it will not be paid.

SIGNED AT _____ ON THIS _____ DAY OF _____

Signed by, or on behalf of the Bidder, in the presence of the undersigned witnesses.

WITNESSES:

1. _____

SIGNATURE OF BIDDER

2. _____

The Tenderer must achieve a minimum functionality score of 70 points based on the evaluation criteria for key personnel, relevant company experience and approach methodology paper, in order to qualify for further evaluation and consideration for appointment to the Municipal Panel.

Tenderers will be evaluated and ranked per Category applied for (Categories A–G) based on the final points scored for functionality and B-BBEE, in accordance with the tender evaluation criteria.

Tenderer may apply for a maximum of three (3) categories under this tender.

The panel/database shall be limited to a maximum of ten (10) successful tenderers per category, subject to tenderers meeting all mandatory, functionality and other applicable tender requirements.