



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

BID NOTICE AND INVITATION

OPEN: 04/04/2013

Proposals are hereby invited from experienced professional service providers for the Development of sports arts and culture policy.

RE: SPECIFICATION FOR THE DEVELOPMENT OF SPORTS ARTS AND CULTURE POLICY.

- ✓ Development of sports arts and culture policy with the following terms of reference :
 - To provide guidelines on the strategies and structures best suitable to achieve the discharge of the municipal functions in accordance with the national, provincial and district sports, arts and culture strategic goals.
 - To review current roles and potential future contributions of the sports, arts and culture councils considering the existing relationship with the municipality
 - To propose guidelines for defining the respective responsibilities of the sport, arts and culture council.
 - To examine within the strategic agendas of the Department of Sports Art and Culture and the municipality, the potential for a coordinated framework of policy and delivery in the field of sport, arts and culture promotions.
 - To provide guideline on how to optimize the potential contributions to the active nation.

Completed and signed Quotations must be sealed in an envelope marked "**Development of sports, arts and culture policy.**" and be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time. Document (at no charge/cost attached and must be returned with the quotations) on evaluation criteria and more details

Closing date for the submission of proposals is 11/04/2013(Thursday) at 12H00.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and revised preferential procurement regulation June 2011 on 100 points for functionality, and 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

The lowest and any tender will not necessarily be accepted.

.....
Malekana M.A.
Manager: SCM

.....
Phetla R.E.
Acquisition Officer



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

DEVELOPMENT OF SPORTS, ARTS AND CULTURE POLICY.

ISSUED BY: <u>Supply Chain Management Unit</u>	PREPARED BY: <u>Budget & Treasury Department</u>
Mr. MA Malekana Manager: SCM Private Bag X 434 Jane Furse 1085 Tel: 013 265 8623 Fax: 013 265 1975 Email: alfredm@makhuduthamaga.gov.za	Mrs. Diale D.S. Chief Financial Officer Private Bag X 434 Jane Furse 1085 Tel: 013 265 8625 Fax: 013 265 1975 Email: dorothyd@makhuduthamaga.gov.za
NAME OF BIDDER	:
TENDER AMOUNT	:
TEL NUMBER	:
FAX NUMBER	:
EMAIL ADDRESS	:

DEVELOPMENT OF SPORTS, ARTS AND CULTURE POLICY

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For enquiries contact: 013 265 8600. Supply Chain Management unit: Mr. M.A Malekana

DEVELOPMENT OF SPORTS, ARTS AND CULTURE POLICY.

2. The evaluation criteria on functionality and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Sub-Criteria	Weighting
Approach Paper/Methodology		20
Organization and staffing	Organisational structure	20
Experience of the key staff (assigned personnel) in relation to the scope of work	Project Leader	15
	General qualifications	15
	Adequacy for the assignment	10
Company experience with respect to specific aspects of the project / comparable projects	-	20
Maximum possible score for quality (M_s)		100 points

Functionality will be assessed by applying a value system of: 1= Poor, 2=Acceptable, 3=Good, 4=Very Good and 5= Excellent. Minimum score for functionality is 60%

3. List of Returnable Documents

- Declaration of interest and MBD forms
- Certified ID copies for all the directors
- An original valid Tax Clearance Certificate issued by the South African Revenue Services. (Original tax clearance certificate of each firm on the team if tendered as a JV / Consortium)
- Joint venture, consortium agreements (if applicable).
- Proof of payment of Municipal services for both the company and the directors.
- B-BBEE certificate.
- Company Profile
- Cvs of the team members
- Qualifications of the team members
- Appointment letters for similar or related work

22.3. Other documents that will be incorporated into the contract

- Original bid document
- Addendum – if issued

Note: All copies must be certified.

DEVELOPMENT OF SPORTS, ARTS AND CULTURE POLICY

4. Specification/Terms of Reference/Scope of Work

- ✓ Development of sports arts and culture policy with the following terms of reference :
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5. DURATION OF CONTRACT

It is a once off project.

C.3.4. Contract management

A contract will be signed between the appointed service provider and the Makhuduthamaga Local Municipality.

Amongst others the contract will stipulate:

- The period of the contract
- The schedule of payments
- Communication of deviations from the contract
- Amendments to the contract
- Bridge of the contract

6. Payments

Payments will be made in accordance with the contract/SLA. Such payments would be made within thirty days of submission of tax invoice.

7. SBD 4.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1. Full Name of bidder or his or her representative:.....

2.2. Identity Number:.....

2.3. Position occupied in the Company (director, trustee, shareholder²):.....

2.4. Company registration number:.....

2.5. Tax Reference Number:.....

2.6. VAT Registration Number:.....

2.6.1 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below.

1 "State" means –

- a. Any national or provincial department, national or provincial public entity or constitution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b. Any municipality or municipal entity;
- c. Provincial legislature;
- d. National Assembly or the national Council of provinces; or
- e. Parliament.

2 "shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7. Are you or any person connected with them bidder presently employed by the state? YES NO

2.7.1. If so, furnish the following particulars:

Name of person / director / trustee/ shareholder/ member:

.....

Name of state institution at which you or person connected to the bidder is employed:

.....

Position occupied in the public institution:

.....

Any other particulars:

.....

.....

.....

2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.7.2.1. If yes, did you attached proof of such authority to the bid document? YES NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2. If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/ trustees/ YES NO
shareholders/ members or their spouses conduct business with the
state in the previous twelve months?

2.8.1. If so, furnish particulars:

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

2.9. Do you, or any person connected with the bidder, have any relationship YES NO
(family, friend, other) with a person employed by the state and who may
be involved with the evaluation and or adjudication of this bid?

2.9.1. If so, furnish particulars:

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

2.10. Are you, or any person connected with the bidder, aware of any YES NO
relationship (family, friend, other) between any other bidder and any person
employed by the state who may be involved with the evaluation and or
adjustment of this bid?

2.10.1. If so, furnish particulars:

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

2.11. Do you or any of the directors/ trustees/ shareholders/ members of the
company have any interest in any other related companies whether or
not they are bidding for this contract?

2.11.1. If so, furnish particulars:

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid 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:

(Name of Bidder)

that:

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

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.

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.

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MBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END