

P.O. BOX 24 CALEDON 7230  
TEL: 028 – 214 3300

Dear Sir/ Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**  
**QUOTATION NUMBER: KOR 07/2022/23**

Kindly furnish us with a written quotations for:

1. **The Appointment Of An External Service Provider For The Provision Of The Following Services In The Appointment Process Of Senior Managers From Date Of Appointment Until 30 June 2023:**
  - **To Conduct A Competency Assessment Of Persons Recommended For Appointment As Prescribed By Regulation 16 Of The Local Government: Regulations On The Appointment And Conditions Of Service Of Senior Managers**
  - **To Conduct The Screening Of Shortlisted Applicants As Prescribed By Regulation 14 Of The Local Government: Regulations On The Appointment And Conditions Of Service Of Senior Managers**
  - **Advertise Senior Manager Vacant Positions As Prescribed By Regulation 10 Of The Local Government: Regulations On The Appointment And Conditions Of Service Of Senior Managers**

The detailed project description and schedules are attached or can be obtained from **Mr. JA Amansure** at Tel: **028 214 3300** or e-mail: [josepham@twk.org.za](mailto:josepham@twk.org.za) as well as technical enquiries

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box 2**, for attention: **JOSEPH AMANSURE, QUOTATION NO.: KOR 07/2022/23** the service providers name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2**, at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12h00 on Friday, 9 September 2022**, immediately after which the quotations will be opened in public in the Committee Room next to the Council Chamber. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays.

**1. Standard Conditions of Quotation:**

**The following conditions will apply:**

- a) Quotations must be completed in hand written non-erasable black ink.
- b) Price(s) quoted must be valid from closing date until 30 June 2023.
- c) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- d) **The completion time will be communicated with the successful bidder.**
- e) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017 and for this purpose **MBD 2, MBD 4, MBD 6.1, MBD 8** and **MBD 9** forms which are available on the Municipal Website [www.twk.org.za](http://www.twk.org.za) must be completed and submitted together with your quotation.
- f) The successful provider will be the one scoring the highest points.
- g) **A Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account or Lease Agreement** should be attached to your quotation.
- h) **Council may accept a quotation in full, partially or not at all.**
  - i) Payments will be made not later than 30 days, after the receipt of a tax invoice.
  - j) Invoices must not be issued before goods / services have been supplied / rendered.
  - k) The General Conditions of Contract will apply to this quotation.
  - l) Calculation errors will be corrected by the Municipality by using the unit prices.

- m) If a valid B-BBEE certificate or Sworn Affidavits is not attached it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- n) If a valid B-BBEE certificate or Sworn Affidavits is attached and if points is not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- o) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidders tender at closing date of this tender.
- p) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- q) The estimated contract value for the period will be used to calculate the financial offer for evaluation purposes in terms of the 80/20 preference point system and will be awarded per unit prices as tendered for.
- r) No alternative offers will be accepted.

## **2. Bidders Obligations:**

### **2.1 Eligibility Criteria**

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission of bid).**

#### **2.1.1 Specification Sheet**

- In order to be considered for a contract in terms of this quotation, bidders must fully complete the technical specification sheet and indicate whether the company complies or not and sign. **Schedule 1**

#### **2.1.2 Pricing Instructions**

- In order to be considered for a contract the bidder must price for items they are interested in the schedule of services required and sign.in

#### **2.1.4 Proof of Consultants CV and Qualifications**

- In order to be considered for a contract in terms of this quotation, bidders should submit proof of Consultants CV and Qualifications. Please attached proof.

## **The Employer's Undertakings**

### **2.2. Tests for Administrative Compliance**

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in responsiveness criteria;
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms;
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise;
- The bidder has failed to submit a valid Tax Clearance Certificate or Pin, a valid Certificate or Pin may be requested; and
- The bidder has failed to submit a certified B-BBEE certificate, EME or QSE affidavit, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate, EME or QSE affidavit may be requested.
- The Municipality reserves the right to clarify proof of Consultants CV and Qualification should a need arise.

**NB: No quotations will be considered from persons in the service of the state  
Failure to comply with these conditions may invalidate your offer.**

Yours faithfully

**SIGNATURE  
SUPPLY CHAIN MANAGEMENT**

**DATE: 02September 2022**

**SCHEDULE OF SERVICES REQUIRED**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>Unit Price</b>		<b>Total Price</b>	
			<b>R</b>	<b>c</b>	<b>R</b>	<b>c</b>
1	Conducting Competency assessments of persons recommended for appointment as prescribed by Regulation 16 of the Regulation on the appointment and conditions of service of senior managers	5				
2	Conducting Screening of shortlisted Applicants as prescribed by Regulation 14 of the Regulation on the appointment and conditions of service of senior managers	5				
3	Advertising of vacant Senior Manager's positions as prescribed by Regulation 10 of the Regulation on the appointment and conditions of service of senior managers similar or equivalent – to the Sunday Times and Die Burger	2				
			Sub Total			
			VAT @ 15%			
			<b>TOTAL</b>			

**NB: Please note that the award will be made per item**

**DELIVERY ADDRESS:**

Theewaterskloof Municipality  
6 Plein Street  
Caledon  
7230

I/We, the undersigned, do hereby declare that these are the properly priced Bill / Schedules of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our Tender for Quotation No: **KOR 07/2022/23: THE APPOINTMENT OF AN EXTERNAL SERVICE PROVIDER FOR THE PROVISION OF THE FOLLOWING SERVICES IN THE APPOINTMENT PROCESS OF SENIOR MANAGERS FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2023:**

- **TO CONDUCT A COMPETENCY ASSESSMENT OF PERSONS RECOMMENDED FOR APPOINTMENT AS PRESCRIBED BY REGULATION 16 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGERS**
- **TO CONDUCT THE SCREENING OF SHORTLISTED APPLICANTS AS PRESCRIBED BY REGULATION 14 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGERS**
- **ADVERTISE SENIOR MANAGER VACANT POSITIONS AS PRESCRIBED BY REGULATION 10 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGE** has been based.

My/our total Contract Price for this work and above items (Total) is (in words)

.....  
.....

\_\_\_\_\_  
**SIGNED ON BEHALF OF BIDDER:**

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**DATE**

## SCHEDULE 1: SPECIFICATIONS

### Specifications: Competency Assessment

#### ITEM 1: Conducting Competency Assessments

The Competency Assessment instrument must:

- Be scientifically proven to be valid and reliable
- Be capable of being applied fairly, and
- Not be biased against any person or group of persons

The service provider must provide the venue and any other equipment needed for the assessment

The service provider must include all cost pertaining to the assessments

The service provider must liaise with the candidates in respect of the most suitable time, bearing in mind the tight timeframes as prescribed by the Regulations

#### Submit a report

A report on the assessments must be compiled and presented to the municipality

### Specifications: Screening of candidates

#### ITEM 2: Conducting the Screening of Applicants

Screening of the shortlisted applicants must take place within twenty-one (21) days of finalisation of shortlisting by –

- conducting reference checks;
- contacting the candidate's current or previous employer if unemployed;
- determining the validity of a candidates' qualifications; and
- verifying whether the candidate has been dismissed previously for misconduct or poor performance by another employer.

The service provider must include all cost pertaining to the assessments

The service provider must liaise with the candidates in respect of the required documents, bearing in mind the tight timeframes as prescribed by the Regulations

#### Submit a report

A report on the screening process must be compiled and tabled before the selection panel

**If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.**

**I hereby declare that I comply with the Specifications.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature on Behalf of Tenderer

\_\_\_\_\_  
Date

<b>Specifications: Advertising of vacancies</b>	
<b>ITEM 3: Advertising of two vacant Senior Manager positions</b>	
Regulation 10	
<ul style="list-style-type: none"> <li>➤ The municipal manager must within fourteen (14) days of receipt of approval from the municipal council ensure that the post is advertised.</li> <li>➤ A vacant senior manager post must be advertised in the media circulating nationally and in each of the provinces.</li> </ul>	
Size of the advertisement – one advertisement with two posts per newspaper 30 cm X 4 col – B&W	
<b>Submit proof</b>	
Service provider must submit proof to the Municipality that the positions were advertised as agreed.	

**If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.**

**I hereby declare that I comply with the Specifications.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature on Behalf of Tenderer

\_\_\_\_\_  
Date

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY</b>					
Bid Number:	KOR 07/2022/23	Closing Date:	9 September 2022	Closing Time:	12:00
Description:	KOR 07/2022/23: THE APPOINTMENT OF AN EXTERNAL SERVICE PROVIDER FOR THE PROVISION OF THE FOLLOWING SERVICES IN THE APPOINTMENT PROCESS OF SENIOR MANAGERS FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2023: <ul style="list-style-type: none"> <li>TO CONDUCT A COMPETENCY ASSESSMENT OF PERSONS RECOMMENDED FOR APPOINTMENT AS PRESCRIBED BY REGULATION 16 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGERS</li> <li>TO CONDUCT THE SCREENING OF SHORTLISTED APPLICANTS AS PRESCRIBED BY REGULATION 14 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGERS</li> <li>ADVERTISE SENIOR MANAGER VACANT POSITIONS AS PRESCRIBED BY REGULATION 10 OF THE LOCAL GOVERNMENT: REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SERVICE OF SENIOR MANAGER</li> </ul>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
Bid Response Documents may be Deposited in the Bid Box NO. 2 situated at:					
<b>MUNICIPAL HEAD OFFICE</b>					
<b>06 PLEIN STREET</b>					
<b>CALEDON</b>					
<b>7230</b>					
<b>SUPPLIER INFORMATION</b>					
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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER	.....		6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM		CONTACT PERSON	Joseph Amansure	
CONTACT PERSON	Annielle Martin		TELEPHONE NUMBER	028 214 3300	
TELEPHONE NUMBER	028 214 3395		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	028 212 1229		E-MAIL ADDRESS	josepham@twk.org.za	
E-MAIL ADDRESS	anniellema@twk.org.za				



## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
<p>2.1 Bidders must ensure compliance with their tax obligations.</p> <p>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.</p> <p>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 <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.</p> <p>2.5 Bidders may also submit a printed tcs certificate together with the bid.</p> <p>2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate / pin / csd number.</p> <p>2.7 Where no tcs is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.</p>										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p><b>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.</b></p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**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.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

