

TENDER DATA

Kindly take note that the tender data is taken from the CIDB Standard Conditions of Tender as a guide to compile this tender documents.

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Procurement (Available on www.cidb.co.za)

The Tender Data makes several references to the CIDB Standard Conditions of Tender for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the CIDB Standard Conditions of Tender.

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

Clause	
F.1.1	The Employer is: Greater Letaba Municipality P.O Box 36 Modjadjiskloof 0835
F.1.2	<p>The tender document's contents are as follows:</p> <p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>
F1.3	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>

F.1.4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" data-bbox="338 293 1337 479"> <thead> <tr> <th data-bbox="338 293 660 322"><u>Accounting Officer</u></th> <th data-bbox="660 293 983 322"><u>Procurement Eng.</u></th> <th data-bbox="983 293 1337 322"><u>Technical Enquiries.</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="338 322 660 479">Lekhota M.P P.O. Box 36 Modjadjiskloof 0835 015 309 9246</td> <td data-bbox="660 322 983 479">Mamatlepa M.L P.O. Box 36 Modjadjiskloof 0835 015 309 9246</td> <td data-bbox="983 322 1337 479">Rababalela M.E P.O. Box 36 Modjadjiskloof 0835 015 309 9246</td> </tr> </tbody> </table> <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenderers, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original. Questions or queries must be submitted at least five (5) working days before the stipulated closing date and time of the tender. However, GLM shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Bidder.</p>	<u>Accounting Officer</u>	<u>Procurement Eng.</u>	<u>Technical Enquiries.</u>	Lekhota M.P P.O. Box 36 Modjadjiskloof 0835 015 309 9246	Mamatlepa M.L P.O. Box 36 Modjadjiskloof 0835 015 309 9246	Rababalela M.E P.O. Box 36 Modjadjiskloof 0835 015 309 9246
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F.1.5	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Greater Letaba Municipality.</p>						
F.2 F.2.1	<p>Bidder Obligations</p> <p>Eligibility</p> <p>Only those bidders who satisfy the following criteria are eligible to submit tenders:</p> <p>Responsive tenders are ONLY those tenders with all documents and pages, contained herein, that have been signed by the responsible person duly authorised to sign all documents indicated on the returnable document "FORM D Authority of Signatory."</p> <p>Only tendered who have in their employ a person registered with South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 (Act 36 of 2002),</p>						
F.2.2	<p>Cost of Tendering</p> <p>The employer will not compensate the bidder for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>						
F.2.3	<p>Check documents</p> <p>The Bidder should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>						
F.2.4	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>						

F.2.10	<p>Pricing the tender</p> <p>State the rates and prices in Rands in compliance with Determination of Professional Fees in terms of Section 29 of the Planning Profession Act, 2002 Gazette 37682 of 30 May 2014 as amended from time to time.</p>
F.2.11	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document as Annexures.</p>
F.2.12	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p>
F.2.13	<p>Submitting tender offer:</p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them as per details on F.2.15 below.</p> <p>Tenders must be deposited in the tender box clearly marked:</p> <p><i>“Appointment of panel of Town Planning Consultants; 3-year term for implementation of various projects.”</i></p> <p>Location of tender Box: Civic Centre Modjadjiskloof Physical Address: Greater Letaba Municipality, 44 Botha Street, Modjadjiskloof 0835.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p> <p>All tender received by the Greater Letaba Municipality will remain in the Municipality's possession as confidential until after the award is made.</p> <p>Accept that a tenders submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p>
F.2.15	<p>Closing Time:</p> <p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00</p> <p>Closing Date: 27 March 2023</p> <p>Location: Greater Letaba Municipality Civic Centre 44 Botha Street Modjadjiskloof 0835</p> <p>Tenders will be opened in public at the same time.</p>

	<p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other bidder or persons not concerned with such process until the award of the Tender has been announced by the GLM.</p>
F.2.16	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>
F.2.17	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>
F.2.18	<p>Provide other material</p> <p>Proposals</p> <p>Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (excluding appendices)</p> <p>The Consulting Town Planner, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consulting Town Planner shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team.</p> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p> <p>The Municipality retains the right to call for any additional information that it may deem necessary</p> <p>If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint Venture arrangements should be in accordance with the CIDB guidelines (D2 or latest version)</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss <p>If a Bidder , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or</p>

	<p>other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p>								
F.3.11	<p>1. Tender evaluation points</p> <p>Preference points for this bid shall be awarded for:</p> <p style="margin-left: 40px;">(a) Price; and (b) Specific goals</p> <p>The maximum points for this bid are allocated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total points for Price and Specific Goals</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>2. Evaluation of Tenders</p> <p>The Bidders notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the GLM.</p> <p>2.1. The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by bidders. 5. Determination of expertise and experience of bidders. 6. Awarding of points for financial offer. 7. Ranking of bidders according to the total points 8. Performance of risk analysis by checking the capacity of the bidders <p>3. Evaluation Criteria</p> <p>Tenders are adjudicated in terms of GLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p> <p>3.1. Tender Responsiveness</p> <p>Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:</p> <ul style="list-style-type: none"> • Project Director/Team Leader (Registered Professional (20 Points)); 		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100
	POINTS								
PRICE	80								
SPECIFIC GOALS	20								
Total points for Price and Specific Goals	100								

- Registered Professional (15 Points);
- Registered Technical (13 Points); and
- Physical and other resources (20 Points)
- Experience of firm (32 Points)

The Team Leader (Registered Professional), and Technical combined are regarded as Personnel and carry combined total of 48 points while Physical and Other Resources carry a total of 20 points. The firms experience in Town Planning or Land Surveying carries 52 points.

The Consulting Firm's tender responsiveness in relation to points is therefore summarized as follows:

Personnel	48
Physical and Other Resources	20
Experience of Firm	32
Sub-Total	<u>100</u>

A firm must obtain a minimum of 70 points out of the 100 points above to be considered for price and BBB-EE evaluation.

Project Director / Team Leader : (Maximum Points obtainable 20)

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	MSc Degree in Town/Urban and Regional Planning/ Development Planning	No	1	
Academic Qualifications (Note 1)	BSc (Hons), BEng (Hons) in Spatial Planning/ Development Planning	No	0.5	
Academic Qualifications (Note 1)	Degree in Town/Urban and Regional Planning; or National Diploma in Town/Urban and Regional Planning;	Yes	2	
Professional Registration (Note 2)	Professional/Technical (Pr)	Yes	1.5	
Sub-total			5	
		Elimination Factor		

Years of experience after qualification (Note 3)	<5 – 6		Yes	1.5	
	<6 – 8		Yes	2	
	<8 – 10		No	2.5	
	<10 upwards		No	3	
Years of experience after registration	<3 – 5		No	0.5	
	<5 – 8		No	1	
	<8 – 10		No	2	
	<10 upwards		No	3	
Sub-Total				6	
Involvement in comparable projects – State number (Note 4)	3 – 5		Yes	1	
	<5 – 8		Yes	2	
	<8 – 10		No	3	
	<10 upwards		No	4	
Sub-total				4	
			Elimination Factor		
Current Employment (Note 5)	Full time employed by the Consulting Firm		No	5	
Sub-total				5	
Total				20	

Project Director / Team Leader

It must be noted that a minimum of **14 points** must be obtained by the proposed Team Leader during evaluation failure, which a tender shall be automatically eliminated from any further evaluation.

Note 1: Academic Qualifications

Proof of academic qualifications in the form of certified copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by certificate from Qualifications Certification Body. The proposed Team Leader shall be in possession of at least a Degree in Town/Urban and Regional Planning; or Diploma in Town/Urban and Regional Planning from any South African University or equivalent qualifications from a recognised Foreign University or Institution. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 2: Professional Registration

Proof of professional Registration with South Africa Council of Planners (SACPLAN) in the form of certified copies must be attached to the Leader/Project Director's CV. The proposed Team Leader shall be registered as Professional/Technical Planner. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 3: Experience after qualification

A minimum of 5 years post qualification experience is required for the team leader. More than 5 years post qualification experience is **not** an eliminating factor but carries more points. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

Note 4: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the curriculum vitae (CV) and must include references and contact details. The CV must be of a maximum two pages and containing only necessary and relevant information for the purpose of this project. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 5: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. In the event a Team Leader/Project Director's is his/her own Supervisor, a letter confirming same must still be attached. The proposed Team Leader shall be a Senior Employee, an Associate, the Director, or a Shareholder and in the direct employ of the Consulting Firm. A proof or separated written confirmation must be attached to the CV. Where a proposed Team Leader is seconded from a rival Consulting Firm, an agreement between the two entities as well as a written undertaking confirming the person's full time availability for the duration of a project must be attached to the CV.

Registered Planner: *(Maximum Points obtainable 15)*

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 6)	Degree in Town/Urban and Regional Planning /or above	Yes	4	
Professional Registration (Note 7)	Professional/Technical (Pr.)	Yes	3	

Sub-total			7	
Years of experience after qualification (Note 8)	<5 – 6	Yes	4	
	<6 – 8	No	5	
	<8 - 10	No	6	
	<10 upwards	No	7	
Sub-total			7	
Current Employment (Note 9)	Full time employed by the Consulting Firm	No	1	
Sub-total			1	
Total			15	

Registered Planner

It must be noted that a minimum of **10.5 points** must be obtained by the proposed Registered Planner during evaluation failure which a tender shall be automatically eliminated from any further evaluation.

Note 6: Academic Qualifications

Proof of academic qualifications in the form of certified copies must be attached to the Registered Engineer's CV. Foreign qualifications must be accompanied by certificate from Qualifications Certification Body. The proposed Registered Planner shall be in possession of at least a Degree in Town/Urban and Regional Planning from any South African University or equivalent qualifications from a recognised Foreign University or Institution. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 7: Professional Registration

Proof of professional Registration with South African Council of Planners (SACPLAN) in the form of certified copies must be attached to the Registered Planner CV. The proposed Registered Planner shall be registered as Professional/Technical (Pr.). Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 8: Employment History

A minimum of 5 years post qualification experience is required for the Registered Planner. More than 5 years post qualification experience is **not** an eliminating factor but carries more points. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

Note 9: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. The proposed Registered Planner must be a full time employee in the direct employ of the Consulting Firm.

Registered Technical: **(Maximum Points obtainable 8)**

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 10)	BTech Degree in Town/Urban and Regional Planning and/or above	Yes	2	
Professional Registration (Note 11)	Technical/Professional (Pr Tech)	Yes	2	
Sub-total			4	
Years of experience after qualification (Note 12)	<5 – 6	Yes	1.5	
	<6 – 8	No	2	
	<8 - 10	No	2.5	
	<10 upwards	No	3	
Sub-total			3	
Current Employment (Note 13)	Full time employed by the Consulting Firm	No	1	
Sub-total			1	
Total			8	

Registered Technical/Professional

It must be noted that a minimum of **6 points** must be obtained by the proposed Registered Technical/Professional during evaluation failure which a tender shall be automatically eliminated

from any further evaluation.

Note 10: Academic Qualifications

Proof of academic qualifications in the form of certified copies must be attached to the Registered Technical/Professional CV. Foreign qualifications must be accompanied by certificate from Qualifications Certification Body. The proposed Registered Technical shall be in possession of at least a BTech Degree in Town/Urban and Regional Planning from any South African University or equivalent qualifications from a recognised Foreign University or Institution. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 11: Professional Registration

Proof of professional Registration with South African Council of Planners (SACPLAN) in the form of certified copies must be attached to the Registered Technical/Professional CV. The proposed Registered Technical/Professional shall be registered as Professional/Technical (Pr. Tech). Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 12: Employment History

A minimum of 5 years post qualification experience is required for the Registered Technical/Professional. More than 5 years post qualification experience is **not** an eliminating factor but carries more points. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

Note 13: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. The proposed Registered Technical must be a full time employee in the direct employ of the Consulting Firm.

Registered Planner Technician: *(Maximum Points obtainable 5)*

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 14)	National Diploma in Town/Urban and Regional Planning/or above	Yes	1.5	

Professional Registration (Note 15)	Planner Technician (Pr Technical)	Yes	1	
Sub-total			2.5	
Years of experience after qualification (Note 16)	5 – 7	Yes	0.5	
	<7 – 9	No	1	
	< 9 - 10	No	1.5	
	<10 upwards	No	2	
Sub-total			2	
Current Employment (Note 17)	Full time employed by the Consulting Firm	No	0.5	
Sub-total			0.5	
Total			5	

Registered Planner Technician

It must be noted that the proposed Registered Planner Technician must obtain a minimum of **3.5** points during evaluation failure, which a tender shall be automatically eliminated from any further evaluation.

Note 14: Academic Qualifications

Proof of academic qualifications in the form of certified copies must be attached to the Registered Planner Technician's CV. Foreign qualifications must be accompanied by certificate from Qualifications Certification Body. The proposed Registered Planner Technician shall be in possession of at least a National Diploma in Town/Urban and Regional Planning from any South African University or equivalent qualifications from a recognised Foreign University or Institution. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 15: Professional Registration

Proof of professional Registration with South African Council of Planners in the form of certified copies must be attached to the Registered Engineering Technician's CV. The proposed Registered Planner Technician shall be registered as Planner Technician (Technical). Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 16: Employment History

A minimum of 5 years post qualification experience is required for the Registered Planner Technician. More than 5 years post qualification experience is **not** an eliminating factor but carries more points. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

Note 17: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. The proposed Registered Planner Technician must be a full time employee in the direct employ of the Consulting Firm.

Physical and Other Resources

It must be noted that a total of **20 points** must be obtained by the Consulting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Firm's Office Building location (Note 18)	Firm's offices outside the provincial boundaries	No	1	
	Firm's offices within the Provincial boundaries	No	2	
	Firm's offices within the Greater Letaba Municipality	No	3	
Sub-total			3	
Hardware Resources (Note 19)	Computers x 1	No	2	
	Laptop X 3	No	2	
	Plotter x 1	No	2	
	Printers (able to print A4 and A3) X 1	No	2	
Sub-total			8	
Software Resources (Note 20)	Design Software (i.e. GIS, AutoCAD etc.)	No	3	
	Cad Software	No	3	
Sub-total			6	
Company's vehicles (Note 21)	Vehicles x 2	No	3	

Sub-total	3	
Total	8	

Experience of Firm

It must be noted that the experience of the firm carries a maximum of **32 points** as indicated in the table below. A firm must obtain a minimum of **22.5 points** to be considered for further evaluation. If a tenderer fails to obtain the minimum **22.5 points** then, tender shall be automatically eliminated from any further evaluation. If proof of testimonials in reference to form H is not provided, then the bidder shall be automatically disqualified.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of (Township Establishment or State Land Release or Land Tenure or Development Controls or Development Strategies or facilities related) projects completed (note Form H) (Note 22)	5 - 8 Projects	Yes	10	
	9 -12 Projects	Yes	15	
	12+ Projects	Yes	20	
Sub-Total			20	
Company experience in terms of value of Town Planning Projects Completed (Township Establishment or State Land Release or Land	R1mil – R3 mil	Yes	4	
	R3 mil and R5 mil	Yes	8	
	+ R5 mil and more	Yes	12	

Tenure or Development Controls or Development Strategies or facilities related)				
Sub-Total			12	
TOTAL			32	

Note 18: Firm’s Office building location

Company needs to submit a proof of municipal rates not older than 3 months for their offices. Failure to attach the municipal rates shall warrant for scoring zero (0) in this category.

Note 19: Hardware Resources

Proof of company’s asset register with the required listed resources in the form of certified copies must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

Note 20: Software Resources

Proof of company’s asset register with the required listed resources in the form of certified copies must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

Note 21: Company’s Vehicles

Provide proof of ownership, such a certified copy of the company’s register of assets and vehicles ownership copies either in the name of the company or director’s names must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

Note 22: Company’s previous completed projects

Provide proof of the company’s previous completed projects which is appointment letters and completion certificates must be attached. Verifiable references (appointment letters and completion certificates) with contact details must be provided. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for GREATER LETABA MUNICIPALITY (GLM) projects or other clients. Reference of clients other than GLM **MUST** be provided.

Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Bidder does not comply with the Tender Conditions, the Bidder may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- Certified or scanned copies of Tax Clearance Certificates. (**Only valid original tax clearance certificates** must be attached to the Tender document).
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbound or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**, No authority for signatory submitted.
- A Resolution by a Board of Directors of the Company authorizing the Bidder to sign the Tender document on behalf of the Company. Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Bidder’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tenderder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderder that performance was unsatisfactory.
 - Failure to complete in all returnable schedules and signing thereof will results an automatic disqualification.

Size of enterprise and current workload

- Evaluation of the Bidder’s position in terms of:
- Previous and expected current annual turnover

- Current contractual obligations
- Capacity to execute the contract

Staffing profile

Evaluation of the Bidder's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Bidder. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI status (describing population group, gender and disabilities)
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

Previous experience

The bidder shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the bidder within the last five (5) years.

Evaluation of the Bidder's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

The bidder shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.

Financial ability to execute the contract:

Evaluation of the Bidder's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional indemnity
- Contact the Tender's bank manager to assess the Bidder's financial ability to execute the contract and the Bidder hereby grants his consent for this purpose.

Good standing with SA Revenue Services

- Determine whether an original valid tax clearance certificate has been submitted.

	<ul style="list-style-type: none"> ▪ The Bidder must affix an original valid Tax Clearance Certificate <p>If the Tender does not meet the requirements contained in the GLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p> <p>Penalties</p> <p>The Greater Letaba Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Bidder. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Greater Letaba Municipality for a period of 5 years
<p>F.3.11.5</p>	<p>Method 2</p> <p>Method 2: Financial offer and preference will be used to evaluate tenderers.</p>
<p>F.3.11.6</p>	<p>The additional conditions of Bid Document</p> <p>1 Greater Letaba Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</p> <p>2 The Greater Letaba Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p> <p>3 Capping of maximum of three projects will be awarded / or allocated to one service provider irrespective of tendered amount.</p>