

# MUSINA LOCAL MUNICIPALITY



## **NOTICE** **REQUEST FOR FORMAL QUOTATION**

Formal quotations are hereby invited to supply the following:

- **Screening of Candidates for Municipal Manager and Senior Managerial Position**

A formal quotation form must be completed and submitted as your quotation. No other form of quotation will be accepted.

The formal quotation form will be provided on request from E U Mugodi at 015 534 6127/6118, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, [www.musina.gov.za](http://www.musina.gov.za).

Please forward your **(i) Central Supplier Database Registration Report or Supplier Registration number (ii) Original/Certificate BBBEE (iii) Complete attached MBD Forms (iv) Municipal Account (for both company and directors) not older than 90days** and written formal quotation provided on or before 02 August 2022 @ 11h00 to room no: 17 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to [rfq@musina.gov.za](mailto:rfq@musina.gov.za). **Please make sure that the documents to be submitted by email does not exceed 3MB.**

Please ensure that you use the prescribed document, no other form of quote will be considered.

The municipality does not bind themselves to accept the lowest or any quotation.

**NB: All Bidders are required to be registered on the Central Supplier Database.**

**TSHIWANAMMBI T N  
MUNICIPAL MANAGER  
MUSINA LOCAL MUNICIPALITY**

**Notice Number:RFQ07/2022-2023  
25 July 2022**

## **MBD 4**

### **DECLARATION OF INTEREST**

**No bid will be accepted from persons in the service of the state<sup>1</sup>.**

**Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.**

**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 or her**

**3.2 Identity Number:**

**representative:.....**

**.....**

**3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....**

**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 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. ....**

**.....**

**<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –  
a member of –  
any municipal council;**

any provincial legislature; or  
the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;  
an official of any municipality or municipal entity;  
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);  
a member of the accounting authority of any national or provincial public entity; or  
an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**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 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 service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....  
.....

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:

.....  
.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidders

## MBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;  
 been convicted for fraud or corruption during the past five years;  
 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or  
 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).

**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?<br>(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).<br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|             |                                                                                                                                                                                                                                        |                                 |                                |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| <b>Item</b> | <b>Question</b>                                                                                                                                                                                                                        | <b>Yes</b>                      | <b>No</b>                      |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |

## 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**

Js367bW

**MBD 9**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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. take 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.

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. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**MBD 9**

**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: \_\_\_\_\_ that:  
(Name of Bidder)

I have read and I understand the contents of this Certificate;

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

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;

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**

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 consortium<sup>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:  
prices;

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.

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.

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.

<sup>3</sup> 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.



**MBD 9**

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  
Js9141w 4

.....  
Name of Bidder

**Musina Local Municipality**  
**Formal Quotation**



**Notice no:** RFQ07- Screening Candidates  
for Municipal Manager and  
Senior Managerial Positions.

**Closing Date:** 2 August 2022

**Closing Time:** 11H 00

**End User:** Ms. R Le Roux 083 291 4238

**Submission Details**

**Contact Person:** Mary Siziba

**Email Address:** [rfq@musina.gov.za](mailto:rfq@musina.gov.za)

**Hand Delivery:** **Office no17**

|  |  | Quantity | Description                                                                  |  | Unit Price | VAT | Total Price |
|--|--|----------|------------------------------------------------------------------------------|--|------------|-----|-------------|
|  |  |          |                                                                              |  |            |     |             |
|  |  | 1        | Screening of Candidates for Municipal Manager and Senior Managerial Position |  |            |     |             |
|  |  |          |                                                                              |  |            |     |             |
|  |  |          | Screening must cover the following:                                          |  |            |     |             |
|  |  |          | • Verification of employment history                                         |  |            |     |             |
|  |  |          | • Verification of qualifications                                             |  |            |     |             |
|  |  |          | • Credit history                                                             |  |            |     |             |
|  |  |          | • Driver s license                                                           |  |            |     |             |
|  |  |          | • Criminal / Fraud Records                                                   |  |            |     |             |
|  |  |          | • Citizenship/ Valid identity Document                                       |  |            |     |             |
|  |  |          | • Company Directorship or ownership.                                         |  |            |     |             |
|  |  |          |                                                                              |  |            |     |             |

|                                                                                                                                                                                                            |  | Quantity | Description                                                                                                                                                                                        |     |    | Unit Price  | VAT | Total Price |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------------|-----|-------------|
|                                                                                                                                                                                                            |  |          | <b>Specification for Screening</b>                                                                                                                                                                 |     |    |             |     |             |
|                                                                                                                                                                                                            |  |          | I. The service provider must quote for the full cost for the Screening for one (1) Candidate. It will then be determined how many candidates must be assessed and order will be issued accordingly |     |    |             |     |             |
|                                                                                                                                                                                                            |  |          | II. <u>Turnaround time for final reports</u> : to be submitted within 14 working days after issuing of the order and submission of the required information from Musina Local Municipality.        | Yes | No |             |     |             |
|                                                                                                                                                                                                            |  |          | III. The successful service provider will be appointed for a period of one (1) year, and work will be allocated on a needs basis.                                                                  | Yes | No |             |     |             |
|                                                                                                                                                                                                            |  |          |                                                                                                                                                                                                    |     |    | Total       |     |             |
| (NB: Please note that payment will be made after 30 days of invoice; if not accepted please refrain from quoting)<br>(NB: Goods and Services should be delivered within 14 days from the date appointment) |  |          |                                                                                                                                                                                                    |     |    | VAT         |     |             |
|                                                                                                                                                                                                            |  |          |                                                                                                                                                                                                    |     |    | Grand Total |     |             |
| <b>Comp. Name:</b>                                                                                                                                                                                         |  |          |                                                                                                                                                                                                    |     |    |             |     |             |
| <b>Contact person and number:</b>                                                                                                                                                                          |  |          |                                                                                                                                                                                                    |     |    |             |     |             |
| <b>E-mail Address:</b>                                                                                                                                                                                     |  |          |                                                                                                                                                                                                    |     |    |             |     |             |
| <b>CSD Supplier No:</b>                                                                                                                                                                                    |  |          |                                                                                                                                                                                                    |     |    |             |     |             |
| <b>CSD Unique Registration Reference:</b>                                                                                                                                                                  |  |          |                                                                                                                                                                                                    |     |    |             |     |             |
| <b>Vat Registration Number:</b>                                                                                                                                                                            |  |          |                                                                                                                                                                                                    |     |    |             |     |             |

|  |                    |
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|  | Company Stamp here |
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