



UMZIMVUBU
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPAL
CONTRACTOR DEVELOPMENT PROGRAMME (ULM)
REGISTRATION FORM
GRADE 1, 2 AND 3**

NO FAXED OR EMAILED COPIES WILL BE ACCEPTED

SUPPLIER NAME		
REGISTRATION NUMBER		
CSD NUMBER		
CRS NUMBER		
FOR OFFICIAL USE (ONLY)		
CAPTURED BY	Name & Surname	Signature
APPROVED BY	Name & Surname	Signature

CLOSING DATE: 24 JUNE 2024

Application form for ULM CDP

ADVERT DATE 07 June 2024

INVITATION FOR ENROLLMENT OF 20 SMME'S TO ULM CONTRACTOR DEVELOPMENT PROGRAMME Bid Number: UMZ/2024-25/SCM-CDP/001

Umzimvubu Local Municipality invites for applications from construction contractors to participate in a Contractor Development Programme (CDP). The programme is an initiative of the ULM that seeks to promote the sustainable development of small to medium-sized contractors and intends to contribute toward radical economic transformation within the jurisdiction of Umzimvubu. The programme is targeting CIDB registered contractors grading level 1 to 3 CE and GB Construction companies owned and controlled by Historically Disadvantaged Individuals from the above categories to include 20 SMMEs for a period of 2 years.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management policy will apply. A confirmation from SARS with a verification pin, Copy of company Registration/Founding Statement/CIPC Document. Originally certified ID Copies of Managing Directors/ Owners. Compulsory Properly filled and signed MBD forms 4, 8 and 9 and Billing Clearance, certificate or Statement of Municipal Accounts or affidavit or lease agreement or confirmation letter with declaration that a company does not owe municipal services for more than 90 days. Bid documents will be available **on the municipal website for free to be downloaded** as from date of advert for each project. No couriered, faxed, e-mailed and late proposals will be accepted. Certification of documents must be within a period of 90 days. Bidders must be registered on CSD and provide confirmation of registration. . Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant of appointment. All tenders must be deposited in the tender box situated at SCM office Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca, Eastern Cape, 5090 Coordinates (30°54'30.08"S, 28°58'53.15"E) **not later than 24th June 2024 @ 12h00 noon on as per table above**, where they will be opened in public. All tenders must be clearly marked "Name of the project indicated above. **The municipality will not make any award to a person or persons working for the state.**

PRE-QUALIFICATION SCORING

A minimum points to be scored in order to be evaluated further is 60 points.

Criteria	Scores
Expertise	50
Company profile	30
Motivation	20
Total	100

All technical enquiries may be directed to the SCM Manager Mr. T. Mbukushe 039 255 8555.

**GPT NOTA
MUNICIPAL MANAGER**

UMZIMVUBU LOCAL MUNICIPALITY

CONTRACTOR DEVELOPMENT DATABASE CHECKLIST

GRADE 1, 2 AND 3

THE FOLLOWING DOCUMENTS MUST BE ATTACHED	Y	N	N/A	OFFICE USE
Valid Company Registration Documents				
Certified Valid Copy of ID Document/s of Shareholder(s) /member(s)				
Valid Original Tax Clearance Certificate /Pin and income Tax number				
CIDB Registration No./ CRS No				
Copy (CSD) Central Supplier Database				
Certified Proof of business Address (Electricity Bill/ letter from Traditional Council)				
Motivation letter detailing why the contractor should be considered				
Proof of disability (where applicable)				
Completed declaration forms (MBD 4)				
Completed declaration forms (MBD 8)				
Completed declaration forms (MBD 9)				

Risks analysis is performed to confirm that the applicants

- Is not under any restriction, or has any principles that are under restrictions from participating in public procurement.
- Has the legal capacity to enter into a contract.
- Is not insolvent, in receivership, bankrupt or being wound up, or has its affairs administered by the Court or a Judicial Officer.
- Does not have conflicts of interest which may impact on his/her ability to perform the contract in the best interest of the employee.

- Failure to submit the compulsory statutory documents marked with asterisk sign will disqualify your application.

ADMISION REQUIREMENTS
*Certified valid company registration documents
SARS Pin and income Tax number
* CIDB Registration No. CRS No
*Proof of Registration on the CSD database AND CK document
*Declaration forms (MBD 4)
* Declaration forms (MBD 8)
* Declaration forms (MBD 9)
Certified Copies of Identity Document(s) of Shareholder(s)/member(s)

SECTION A: INTRODUCTION, GUIDELINE & KEY POINTS TO REMEMBER

1. ALL APPLICANTS ARE ADVISED THAT ONLY ORIGINAL UMZIMVUBU LOCAL MUNICIPALITY DATABASE FORM WILL BE PROCESSED. ANY DOCUMENT THAT HAS BEEN RETYPED OR REDRAFTED WILL BE DISREGARDED.
2. IT IS IMPERATIVE THAT ALL SUPPORTING DOCUMENTS WITH AN ORIGINAL SIGNATURE BE SUBMITTED.
3. APPLICATIONS WITH COPIED SIGNATURES WILL NOT BE CONSIDERED.
4. CONTRACTORS PROVIDING INCORRECT INFORMATION OR FRAUDULENT INFORMATION IN THEIR FORMS WILL BE DISQUALIFIED FROM REGISTERING ON THE DATABASE.
5. ANY ALTERATIONS MADE BY THE CONTRACTOR, TO ITS OWN INFORMATION INSERTED ON THIS DOCUMENT MUST BE INITIALLED BY THE CONTRACTOR.
6. THE CONTRACTORS SHOULD ONLY INDICATE ONE AREA OF SPECIALISATION E.G. CE, GB OR SQ, SK ETC. 7. IF YOU ARE THE OWNER OR DIRECTOR OF MULTIPLE ENTITIES, YOU HAVE TO REPRESENTING ONLY ONE ENTITY OF YOUR CHOICE AND SUBMIT YOUR APPLICATION FOR THAT ENTITY ONLY.
8. THE MUNICIPALITY WILL ONLY ADMIT PEOPLE WITH DISABILITY WHO PROVIDE THE PROOF OF DISABILITY.
9. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE MUNICIPALITY HAS THE CORRECT AND VALD INFORMATION AT ALL TIMES

SECTION B: COMPANY INFORMATION

1. Business Particulars**		
Name of Business as per CIPC		
Trading As		
Registration Number		
Type of Business	One Person Business/Sole Proprietor	Partnership
	Close Corporation	Private Company (Pty) Ltd
	Other (Specify)	
Physical Address of where the company is based. (This will be used to allocate the contractor a District Forum). Attach the proof of address.		
Building		
Street Name		
Town/Local Municipality		
District Municipality (Choose one on DPW District Municipality on page 4)		
Ward Number		
Region DPWP as per map attached		
Province		Postal Code:
Postal Address of the company		
Postal Address		Postal Code:
Telephone Number		Fax Number:
Email Address		
Cellular Phone Number		Alternate Number:

Contact Person		
Initials		First Name:
Surname		Position:

Preferred Method of Correspondence	Post SMS Email	Language:			
2. FINANCIAL INFORMATION**					
A certified copy of latest bank statement/original cancelled cheque/original letter from the bank must be provided. Proof of banking may not be older than 3 months.					
Name of Bank Account Holder					
Name of Bank					
Type of Account	CURRENT	SAVINGS	TRANSMISSION		
Bank Account Number					
Branch Number					
Income Tax Reference Number					
VAT Reg. Number					
NB: CSD Number from National Treasury and CIDB Copy					
CSD Number		Date Registered			
CIDB /CRS Number		Registration Date			
Expiry Date		Grade			

SECTION C: CIDB GRADING STATUS (Please tick only one Grade and only one area of specialization e.g. 1CE or 2 GB) etc.												
1	500 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	
2	1 000 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	
3	3 000 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	
4	6 000 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	
5	10 000 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	
6	20 000 000-00	CE	EB	EP	GB	ME	SB	SC	SD	SE	SF	
		SG	SH	SI	SJ	SK	SL	SM	SN	SO	SQ	

SECTION D: OWNERSHIP INFORMATION

Name of Shareholder	Identity Number	Capacity e.g. Director, Member etc.	Gender	SA Citizen Y/N	Race	Youth%	Women %	People with disability %	Military Veterans %	Man %

EVALUATION OF FUNCTIONALITY

The evaluation of the functionality will be evaluated individually by members of bid evaluation committee in accordance with the below functionality criteria.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	MAX POINTS ALLOWED
COMPANY PERSONNEL (Attach Copies of Formal Qualification Certified Certificates and a CV with contactable references)	3 years National Diploma in Building/Construction Management/Quantity Surveying with 2 years' working experience. Or Formal Building Construction Trainings with 5 years' working experience.	50
	3 years National Diploma in Building/Construction Management/Quantity Surveying/Architecture with 1 years' working experience Or Formal Building Construction Trainings with 3 years' working experience.	30
Total Points for Personnel		50
Company Profile		30
Company Profile		30
Motivation		20
Motivation		20
TOTAL POINTS		100

GUIDELINES AND VERIFICATION OF INFORMATION

This form is specifically designed for the registration of emerging contractors in Umzimvubu area. In order to ensure that the information supplied is legitimate, it is imperative that the guidelines stated herein are adhered to and that the information supplied is warranted as true before the **COMMISSIONER OF OATH**

STAMP

DECLARATION/AFFIDAVIT:

I/WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE BUSINESS/COMPANY, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT (ECDP APPLICATION FORM) INCLUDING SUPPORTING DOCUMENTATION, EITHER AS PROOF OR ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE.

Contractors providing incomplete and incorrect (fraudulently or otherwise) information will be disqualified from the registration and the municipality reserves the right to take legal action against such a company (as registered entity or the undersigned as a legal entity) for any financial prejudice that the municipality may suffer as a result of that action.

Only documents with an ORIGINAL signature must be submitted AND all changes made in this form must be initialed.

SIGNED ON THISDAY

OF.....20.....IN.....

BEFORE THE COMMISSIONER OF OATHS

.....
SIGNATURE OF THE AUTHORISED REPRESENTATIVE

.....
**FULL NAME AND SURNAME IN BLOCK LETTERS
COMPANY/BUSINESS NAME**

.....
DESIGNATION/TITLE/POSITION

Signed and affirmed to, before me at, .on this.....day of.....20....,

by the deponent who has acknowledged the he/she knows and understands, the contents of this documents,
and he/she has acknowledged that he/she has no to affirming, that he/she regards the affirmation to be
binding on his/her conscience.

.....
Address:

Commissioner: Name and Signature

Capacity and Area
.....

DECLARATION OF INTEREST

MBD 4

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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.

.....

*MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

-) any municipal council;
-) any provincial legislature; or
- the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or (f) An employee of

Parliament or a provincial legislature.

“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) betweenAny 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 companyHave 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 Bidder

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <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?		
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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. 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.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

MBD 9

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

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)

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;

MBD 9

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.

MBD 9

- 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.

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