



# **BITOU LOCAL MUNICIPALITY**

## **INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT POLICY**

VERSION CONTROL					
<b>POLICY OWNER:</b>		Bitou Municipality Supply Chain Management Division			
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Version	Date	Revision	Section	Page	Reason for change
1.	06 February 2017		All	All	New Draft Policy
2.	31 May 2017				New Policy Approved
3.	31 March 2020	Minor grammatical and formatting amendments	All	All	Revised Draft Policy Submitted
3.1.		Control Frameworks	4&5	10,14&16	Moved the Schedules, referred to, adjacent to the appropriate Section
		Reference to Head of Department amended to Director as per Organizational Structure	All	All	Continuous review and improvement
		Awards to persons in the service of the state	6.1.5.	23	Added the phrase "Prohibition of" to clarify understanding
3.2.		Include requirements for the submission of bids by bidders with municipal accounts in BLM	6.2.2.2	24	Align the Policy with the requirements of Section 8.7 of the Credit Control and Debt Collection Policy relating to Businesses submitting tenders to the Municipality

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## INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT POLICY

### 1. SCOPE

- 1.1. This is the *Bitou Local Municipality* Policy for Infrastructure Procurement and Delivery Management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management.
- 1.2. The scope includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity but excludes:
- a) the storage of goods and equipment following their delivery to *the Bitou Municipality* which are stored and issued to contractors or to employees;

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- b) the disposal or letting of land;
- c) the conclusion of any form of land availability agreement;
- d) the leasing or rental of moveable assets; and
- e) public private partnerships.
- f) Provision of municipal services by external mechanism referred to in s8 of MSA.

1.3. This Policy applies to construction-related works for the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure, projected to cost in excess of R30 000.

**2. TERMS, DEFINITIONS AND ABBREVIATIONS**

2.1. In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Municipal Finance Management Act, no 56 of 2003, or the Standard, where applicable, has the same meaning as in the Act, and the following apply–

2.1.1. <b>“Authorised Person”</b>	the municipal manager or chief executive or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order
<b>“Accounting Officer”</b>	in relation to a Municipality means the Municipal Manager as described in Section 60 of the Local Government: Municipal Finance Management Act, no 56 of 2003 as well as Section 82 of the Municipal Structures Act, no 117 of 1998.
2.1.3. <b>“Conflict of Interest”</b>	any situation in which: <ul style="list-style-type: none"> <li>a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his <a href="#">duties impartially</a>.</li> <li>b) an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or</li> <li>c) incompatibility or contradictory interests exist between an employee and the organization which employs that employee</li> </ul>
2.1.4. <b>“Contract Manager”</b>	person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer’s point of view
2.1.5. <b>“Family Member”</b>	a person’s spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption
2.1.6. <b>“Framework Agreement”</b>	an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged
2.1.7. <b>“Gate”</b>	a control point at the end of a process where a decision is required before proceeding to the next process or activity

2.1.8. <b>“Gateway Review”</b>	an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based
2.1.9. <b>“Gratification”</b>	an inducement to perform an improper act
2.1.10. <b>“Infrastructure Delivery”</b>	the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure
2.1.11. <b>“Infrastructure Procurement”</b>	the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure
2.1.12. <b>“Maintenance”</b>	the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function
2.1.13. <b>“Operation”</b>	combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use
2.1.14. <b>“Order”</b>	an instruction to provide goods, services or any combination thereof under a framework agreement
2.1.15. <b>“Organ of State”</b>	an organ of state as defined in Section 239 of the Constitution of the Republic of South Africa
2.1.16. <b>“Procurement Document”</b>	documentation used to initiate or conclude (or both) a contract or the issuing of an order
2.1.17. <b>“Principal”</b>	a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)
2.1.18. <b>“Standard”</b>	the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury
2.1.19. <b>“Working Day”</b>	any day of a week on which is not a Sunday, Saturday or public holiday

## 2.2. Abbreviations

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IPDM	Infrastructure Procurement Delivery Management
SARS	South African Revenue Services
SCM	Supply Chain Management

For the purposes of this document, the following abbreviations apply:

CIDB Construction Industry Development Board

### **3. GENERAL REQUIREMENTS 3.1. Delegations**

3.1.1. The Bitou Municipality Council hereby delegates all powers and duties to the Municipal Manager which are necessary to enable the Municipal Manager to:

- a) discharge the supply chain management responsibilities conferred on Accounting Officers in terms of Chapter 8 of the Local Government Municipal Finance Management Act of 2003 and this document;
- b) maximise administrative and operational efficiency in the implementation of this document;
- c) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism, unfair and irregular practices in the implementation of this Policy; and
- d) comply with his or her responsibilities in terms of Section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003.

3.1.2. No departure shall be made from the provisions of this Policy without the approval of the Municipal Manager of the Bitou Municipality.

3.1.3. The Municipal Manager shall for oversight purposes:

- a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy, of the Bitou Municipality Council;
- b) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the Council;
- c) within 10 days of the end of each quarter, submit a report on the implementation of the Policy to the Executive Mayor; and
- d) make the reports public in accordance with Section 21A of the Municipal Systems Act of 2000.

### **3.2. Implementation of the Standard for Infrastructure Procurement and Delivery Management**

3.2.1. Infrastructure procurement and delivery management shall be undertaken in accordance with all the applicable legislation and the relevant requirements of the latest edition of the National Treasury Standard for Infrastructure Procurement and Delivery Management, unless this Policy prescribes otherwise.

### **3.3. Supervision of the infrastructure delivery management unit**

3.3.1. The Infrastructure Delivery Management Unit shall be directly supervised by the Chief Financial Officer as delegated in terms of Section 82 of the MFMA.

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**3.4. Objections and complaints**

3.4.1. Persons aggrieved by decisions or actions taken in the implementation of this Policy, may lodge within 21 days of the decision or action, a written objection or complaint against the decision or action.

**3.5. Resolution of disputes, objections, complaints and queries**

3.5.1. The Accounting Officer shall appoint an independent and impartial person, not directly involved in the infrastructure delivery management processes to assist in the resolution of disputes between the Bitou Municipality and other persons regarding:

- a) any decisions or actions taken in the implementation of the supply chain management system;
- b) any matter arising from a contract awarded within the Bitou Municipality’s infrastructure delivery management system; or
- c) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

3.5.2. The designated person shall assist the person appointed in terms of 3.5.1 to perform his or her functions effectively.

3.5.3. The person appointed in terms of 3.5.1 shall:

- a) strive to resolve promptly all disputes, objections, complaints or queries received; and
- b) submit monthly reports to the Municipal Manager on all disputes, objections, complaints or queries received, attended to or resolved.

3.5.4. A dispute, objection, complaint or query may be referred to the Provincial Treasury if:

- a) the dispute, objection, complaint or query is not resolved within 60 days; or
- b) no response is forthcoming within 60 days.

3.5.5. If the Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

**4. CONTROL FRAMEWORK FOR INFRASTRUCTURE DELIVERY MANAGEMENT**

**4.1. Assignment of responsibilities for approving or accepting end of stage deliverables**

4.1.1. The responsibilities for approving or accepting end of stage deliverables shall be as stated in Table 1.

**Table 1: Stages, end-of-stage deliverables and responsibilities for approving or accepting end-ofstage deliverables in the control framework for the management of infrastructure delivery**

No	Name of Stage	End-of-Stage Deliverable (Output)	Key Person to Review and Accept Deliverable	Key Person to Approve Deliverable	Project Value

0	Project initiation	<b>Initiation Report</b> which outlines the high-level business case together with the estimated project cost and proposed schedule for a single project or a group of projects having a similar high-level scope	Relevant Project Manager	The relevant Director	All
1	Infrastructure planning	<b>Infrastructure Plan</b> which identifies and prioritises projects and packages against a forecasted budget over a period of at least five years	Relevant Project Manager	The relevant Director	All
2	Strategic resourcing	<b>Procurement Strategy</b> A delivery and/or procurement strategy which, for a portfolio of projects, identifies the delivery strategy in respect of each project or package and, where needs are met through own procurement system, a procurement strategy	Relevant Project Manager	The relevant Director	
3	Pre-feasibility	<b>Pre-feasibility Report</b> which determines whether or not it is worthwhile to proceed to the feasibility stage	Relevant Project Manager	The relevant Director	>R20m
	Preparation and briefing	<b>Service Level Agreement</b> A strategic brief which defines project objectives, needs, acceptance criteria and client priorities and aspirations, and which sets out the basis for the development of the concept	Relevant Project Manager	The relevant Director	All

No	Name of Stage	End-of-Stage Deliverable (Output)	Key Person to Review and Accept Deliverable	Key Person to Approve Deliverable	Project Value
		report for one or more packages			

4	Feasibility	<b>Feasibility Report</b> which presents sufficient information to determine whether or not the project should be implemented	Relevant Project Manager	The relevant Director	>R2m	
	Concept and viability	<b>Inception Report</b> A concept report which establishes the detailed brief, scope, scale, form and control budget, and sets out the integrated concept for one or more packages	Relevant Project Manager	The relevant Director	>R2m	
5	Design development	<b>Design Report</b> A design development report which develops in detail the approved concept to finalise the design and definition criteria, sets out the integrated developed design, and contains the cost plan and schedule for one or more packages	Relevant Project Manager	The relevant Director		
6	Design documentation	6A Production information	<b>Tender Document</b> Production information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction	Relevant Project Manager	Bid Specification Committee	All
		6B Manufacture, fabrication and construction information	<b>Working Drawings</b> Manufacture, fabrication and construction information produced by or on behalf of the constructor, based on the production information provided for a package which enables	Relevant Project Manager	N/A	All

No	Name of Stage	End-of-Stage Deliverable (Output)	Key Person to Review and Accept Deliverable	Key Person to Approve Deliverable	Project Value
		manufacture, fabrication or construction to take place			
7	Works	<b>Practical Completion Certificate</b> Completed works which are capable of being occupied or used	Relevant Project Manager (when using external service providers)	Relevant Project Manager (when using internal process)	All
8	Handover	<b>Completion Certificate and Record Drawings</b> Works which have been taken over by the user or owner complete with record information	Relevant Project Manager	The relevant Director	All
9	Package completion	<b>Final Approval Certificate, Final Payment Certificate and Close-out Report</b> Works with notified defects corrected, final account settled and the close out report issued	Relevant Project Manager	The relevant Director	All

## 4.2. General

4.2.1. Prefeasibility and feasibility reports shall be required as end-of-stage deliverables for stages 3 and 4, respectively, where a major capital project is required for where the total project capital expenditure exceeds R1,0 billion (including VAT), or where the expenditure per year for a minimum of three years exceeds R250 million per annum (including VAT).

4.2.2. Stages 3 and 4 may be omitted for the following:

- a) a building project with or without related site works; or
- b) a process-based, somewhat repetitive or relatively standardised project where the risk of failing to achieve time, cost and quality objectives is relatively low.

4.2.3. Stages 3 to 9 may be omitted where the required work does not involve the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure.

4.2.4. Stages 5 and 6 may be omitted if sufficient information to proceed to stage 7 is contained in the stage 4 deliverable.

4.2.5. The infrastructure plan (stage 1), which is informed by demand management requirements as set out in 6.2, initiation reports (stage 0), decisions made during stages 3 and 4 and work in progress in stages 5 to 9, and the procurement strategy (stage 2) shall be reviewed and updated at least once a year.

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- 4.2.6. The approval of the infrastructure plan and the securing of the necessary budget shall be obtained prior to advancing to stage 3. All subsequent stages shall only be proceeded with if the necessary budget is in place.
- 4.2.7. A stage shall only be complete when the deliverable has been approved or accepted by the person or persons designated in the institutional arrangements to do so.
- 4.2.8. Activities associated with stages 5 to 9 may be undertaken in parallel or series, provided that each stage is completed in sequence.
- 4.2.9. The level of detail contained in a deliverable associated with the end of each stage shall be sufficient to enable informed decisions to be made to proceed to the next stage. In the case of stages 3 to 6, such detail shall, in addition, be sufficient to form the basis of the scope of work for taking the package forward in terms of the selected contracting strategy.
- 4.2.10. The approvals or acceptances at each gate shall be retained for record purposes for a period of not less than five years of such acceptance or approval in a secured environment, unless otherwise determined in terms of the National Archives and Record Services of South African Act.

### **4.3. Gateway reviews**

- 4.3.1. Gateway reviews for major capital projects above the threshold of R 50 million.
  - 4.3.1.1. The Municipal Manager shall appoint a gateway review team for major capital projects.
  - 4.3.1.2. A gateway review team shall comprise not less than three persons who are not involved in the project associated with the works covered by the end of the stage 4 deliverable, and who are familiar with various aspects of the subject matter of the deliverable at the end of the stage under review.
  - 4.3.1.3. Such a team shall be led by a person who has at least six years postgraduate experience in the planning of infrastructure projects and is registered either as a professional engineer in terms of the Engineering Professions Act, a professional quantity surveyor in terms of the Quantity Surveying Professions Act or a professional architect in terms of the Architectural Professions Act.
  - 4.3.1.4. The members of the team shall, as relevant, have expertise in key technical areas, cost estimating, scheduling and implementation of similar projects.
  - 4.3.1.5. The Provincial Treasury shall be notified of a proposed gateway review for a major capital project, three weeks prior to the conducting of such a review.
  - 4.3.1.6. Such notification shall be accompanied by a brief outline of the proposed project or package, the names and qualifications of the reviewers and the timeframes for the review.
  - 4.3.1.7. The Provincial Treasury may nominate additional persons to serve on the review team.
  - 4.3.1.8. The gateway review team shall base its findings primarily on:
    - 4.3.1.8.1. the information contained in the end-of-stage deliverables;
    - 4.3.1.8.2. supplementary documentation, if any, provided by key staff obtained during an interview process; and
    - 4.3.1.8.3. interviews with key staff members and stakeholders.
- 4.3.2. The gateway review team shall issue a report at the conclusion of a gateway review, which indicates the team's assessment of the information at the end of a stage and provides findings or recommendations on areas where further work may be undertaken to improve such information, within 30 days of receiving such an instruction.

## 5. CONTROL FRAMEWORK FOR INFRASTRUCTURE PROCUREMENT

- 5.1. The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold of R300 000 shall be as stated in Table 2.

**Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold**

Activity	Sub-Activity (see Table 3 of the standard)		Key action	Person assigned responsibility to perform key action
1* Establish what is to be procured	1.3 PG1	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	<i>Project Manager</i>
2* Decide on procurement strategy	2.5 PG2	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Project Manager
3 Solicit tender offers	3.2 PG3	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Bid Specification Committee
	3.3 PG4	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	Bid Specification Committee
4 Evaluate tender offers	4.2 PG5	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Bid Evaluation Committee
	4.7 PG6	Confirm recommendations contained in the tender evaluation report	Review recommendations of the Bid Evaluation Committee and refer back to Bid Evaluation Committee for reconsideration or make recommendation for award	Bid Adjudication Committee
5 Award contract	5.3 PG7	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Bid Adjudication Committee or Municipal Manager

	5.5 GF1	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	SCM
	6.4 PG8A	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	<i>The Relevant Director</i>
		<b>Sub-Activity</b> (see Table 3 of the standard)	<b>Key action</b>	<b>Person assigned responsibility to perform key action</b>
	6.5 PG8B	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	<i>Municipal Manager</i>
6	6.6 PG8C	Obtain approval to increase the total of prices, including contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage <sup>21</sup>	Approve amount of time and cost overruns up to the threshold	<i>The Relevant Director</i>
	6.7 PG8D	Obtain approval to exceed the total of prices, including contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by up to or exceeding a specified percentage	Approve amount of time and cost overruns above the threshold	<i>Municipal Manager Council to note for value exceeding 20%</i>
	6.8 PG8E	Obtain approval to cancel or terminate a contract	Approve amount	<i>The Relevant Director</i>
	6.9 PG8F	Obtain approval to amend a contract	Approve proposed amendment to contract	<i>Municipal Manager</i>

**5.2.** The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure, of R300 000, shall be as follows:

- a) The Bid Specification Committee or the Manager: SCM shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;
- b) The delegated Director may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.

- 5.3. The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

**Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement**

Activity		Key action	Person assigned responsibility to perform key action
1 FG1	Confirm justifiable reasons for selecting a framework contractor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	<i>[designated person]</i>
3 FG2	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	<i>[designated person]</i>
4 FG3	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	<i>[designated person e.g. programme manager or financial director]</i>
6 FG4	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	<i>[authorised person]</i>

## 6. INFRASTRUCTURE DELIVERY MANAGEMENT REQUIREMENTS

### 6.1. Institutional arrangements 6.1.1.

#### Committee system for procurement 6.1.1.1.

##### General

6.1.1.1.1. A committee system comprising the Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements projected to cost in excess of R300 000.

6.1.1.1.2. The Accounting Officer may consider applying the requirements of the committee system to a lower threshold.

6.1.1.1.3. The Bid Evaluation Committee, shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.

6.1.1.1.4. The persons appointed in writing as technical advisors and subject matter experts may attend any committee meeting.

6.1.1.1.5. No person who is a political officer bearer, a public office bearer including any Councillor of a municipality, a political advisor or a person appointed in terms of Section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a Bid Specification, Bid Evaluation or Bid Adjudication Committee.

6.1.1.1.6. Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues.

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Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.

6.1.1.1.7. Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

#### 6.1.1.2. **Bid Specification Committee**

6.1.1.2.1. The Municipal Manager shall appoint in writing:

- (a) the persons to review the procurement documents and to develop a procurement documentation review report; and
- (b) the members of the Bid Specification Committee.

6.1.1.2.2. The approval of procurement documents at Procurement Gate 3 or Framework Agreement Gate 2 shall be based on the contents of a procurement documentation review report, if possible.

6.1.1.2.3. Where the procurement relates to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure, such a report shall be prepared by one or more persons who participated in the review and who are registered as far as possible, as a :

- (a) professional architect or professional senior architectural technologist in terms of the Architectural Profession Act or a professional landscape architect or a professional landscape technologist in terms of the Landscape Architectural Profession;
- (b) a professional engineer or professional engineering technologist in terms of the Engineering Profession Act; or
- (c) a professional quantity surveyor in terms of the Quantity Surveying Professions Act.

6.1.1.2.4. The Bid Specification Committee shall comprise two or more persons.

6.1.1.2.5. The chairperson shall be an employee of the Bitou Municipality with requisite skills.

6.1.1.2.6. Other members shall, where relevant, include a representative of the end user or the department requiring infrastructure delivery.

6.1.1.2.7. No member of, or technical adviser or subject matter expert who participates in the work of any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees.

#### 6.1.1.3. **Bid Evaluation Committee**

6.1.1.3.1. The Municipal Manager shall appoint in writing:

- a) the members of the Bid Evaluation Committee to prepare the procurement evaluation and, where applicable, the quality evaluations.

6.1.1.3.2. The Bid Evaluation Committee shall comprise not less than three people. The chairperson shall be an employee of the Bitou Municipality with requisite skills. Other members shall include a supply chain management practitioner and, where relevant, include an official from the department requiring infrastructure delivery.

6.1.1.3.3. The evaluation report shall be prepared by one or more persons who are conversant with the nature and subject matter of the procurement documents or the framework contract, and who are as far as possible, registered as:

- a) a professional architect or professional senior architectural technologist in terms of the Architectural Profession Act;
- b) a professional engineer or professional engineering technologist in terms of the Engineering Profession Act;
- c) a professional landscape architect or a professional landscape technologist in terms of the Landscape Architectural Profession;
- d) a professional project manager or a professional construction manager in terms of the Project and Construction Management Professions Act; or a professional quantity surveyor in terms of the Quantity Surveying Profession Act.

6.1.1.3.4. The Bid Evaluation Committee shall review the evaluation reports and as a minimum verify the following in respect of the recommended tenderer:

- a) the capability and capacity of a tenderer to perform the contract;
- b) the tenderer's tax and municipal rates and taxes compliance status;
- c) confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;
- d) the Compulsory Declaration has been completed; and
- e) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.

6.1.1.3.5. No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the Bid Specification Committee or a family member or associate of such a member, may be considered by the Bid Evaluation Committee.

6.1.1.3.6. The chairperson of the Bid Evaluation Committee shall promptly notify the Municipal Manager of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

#### 6.1.1.4. Bid Adjudication Committee

6.1.1.4.1. The Bid Adjudication Committee must consist of at least four senior managers of the municipality which must include –

- a) the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
- b) at least one senior supply chain management practitioner who is an official of the municipality; and
- c) a technical expert in the relevant field who is an official, if such an expert exists.

6.1.1.4.2. The Accounting Officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.

6.1.1.4.3. No member of the Bid Evaluation Committee may serve on the Bid Adjudication Committee. A member of a Bid Evaluation Committee may, however, participate in the deliberations of a Bid Adjudication Committee as a technical advisor or a subject matter expert.

6.1.1.4.4. The Bid Adjudication Committee shall:

- a) consider the report and recommendations of the Bid Evaluation Committee and:
  - 1) verify that the procurement process which was followed complies with the provisions of this document;
  - 2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;
  - 3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and

- 4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and
- 5) refer the report back to the Bid Evaluation Committee for their reconsideration or make a recommendation to the authorised person on the award of a tender, with or without conditions, together with reasons for such recommendation;
- 6) or alternatively make a recommendation to the Municipal Manager to award if the value exceeds R10 million.

- 6.1.1.4.5. The Bid Adjudication Committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the authorised person on the course of action, which should be taken.
- 6.1.1.4.6. The Bid Adjudication Committee shall consider the merits of an unsolicited offer and make a recommendation to the Municipal Manager.
- 6.1.1.4.7. The Bid Adjudication Committee shall report to the Municipal Manager any recommendation made to award a contract to a tenderer other than the tenderer recommended by the Bid Evaluation Committee, giving reasons for making such a recommendation.
- 6.1.1.4.8. The Bid Adjudication Committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:
- a) made a misrepresentation or submitted false documents in competing for the contract or order; or
  - b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.
- 6.1.1.4.9. The Bid Adjudication Committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper Conduct in relation to such system. The National Treasury and the Provincial Treasury shall be informed where such tenderers are disregarded.

## 6.1.2. Actions of an authorised person relating to the award of a contract or an order 6.1.2.1.

### Award of a contract

- 6.1.2.1.1. The Municipal Manager shall, if the value of the contract inclusive of VAT, is within his or her delegation, consider the report(s) and recommendations of the Bid Adjudication Committee and either:
- a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or
  - b) decide not to proceed or to start afresh with the process.
- 6.1.2.1.2. The Municipal Manager shall immediately notify the Bid Adjudication Committee if a tender other than the recommended tender is awarded, save where the recommendation is changed to rectify an irregularity.
- 6.1.2.1.3. The Municipal Manager shall, within 10 working days, notify the Auditor-General, the National Treasury and the Provincial Treasury, and, in the case of a municipal entity, also the parent municipality, of the reasons for deviating from such recommendation, in writing.

### 6.1.2.2. Issuing of an order

- 6.1.2.2.1. The Director shall, if the value of an order issued in terms of a framework contract, is within his or her delegation, consider the recommendation of the Bid Evaluation Committee as relevant, and either:
- a) authorise the issuing of an order; or

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b) decide not to proceed or to start afresh with the process.

6.1.2.2.2. The person responsible for authorising an order shall, prior to authorising the issuing of an order:

- a) confirm that the required goods or services, or any combination thereof, are within the scope of work associated with the relevant framework contract; and
- b) consider the recommendations of the evaluation report where competition amongst framework contracts takes place or a significant proportion of the total of the prices is negotiated, based on the financial parameter contained in the framework contract, and either

### 6.1.3. Conduct of those engaged in infrastructure delivery 6.1.3.1.

#### General requirements

6.1.3.1.1. All personnel and agents of the Bitou Municipality shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:

- a) behave equitably, honestly and transparently;
- b) discharge duties and obligations timeously and with integrity;
- c) comply with all applicable legislation and associated regulations;
- d) satisfy all relevant requirements established in procurement documents;
- e) avoid conflicts of interest; and
- f) not maliciously or recklessly injure or attempt to injure the reputation of another party.

6.1.3.1.2. All personnel and agents engaged in Bitou Municipality's infrastructure delivery management system shall:

- a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;
- b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;
- c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;
- d) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;
- e) ensure that resources are administered responsibly;
- f) fair and impartial in the performance of their functions;
- g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;
- h) not abuse the power vested in them;
- i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;
- j) assist the Bitou Municipality in combating corruption and fraud within the infrastructure procurement and delivery management system;
- k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;
- l) not make false or misleading entries in reports or accounting systems; and keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

6.1.3.1.3. An employee or agent may not amend or tamper with any submission, tender or contract in any manner whatsoever.

#### 6.1.3.2. Conflicts of interest

6.1.3.2.1. The employees and agents of the Bitou Municipality who are connected in any way to procurement and delivery management activities which are subject to this Policy, shall:

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- a) disclose in writing to the employee of the Bitou Municipality to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and
- b) not participate in any activities that might lead to the disclosure of the Bitou Municipality proprietary information.

6.1.3.2.2. The employees and agents of the Bitou Municipality shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

6.1.3.2.3. Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in the Bitou Municipality's interest to do so, submit a tender for work associated with such documents provided that:

- a) the Bitou Municipality states in the tender data that such an agent is a potential tenderer;
- b) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and
- c) the Bid Specification Committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

**6.1.3.3. Evaluation of submissions received from respondents and tenderers**

6.1.3.3.1. The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:

- a) not have any conflict between their duties as an employee or an agent and their private interest;
- b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;
- c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and
- d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to the Bitou Municipality.

6.1.3.3.2. The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of the Bitou Municipality and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.

6.1.3.3.3. the Bitou Municipality personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

**6.1.3.4. Non-disclosure agreements**

6.1.3.4.1. Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect the Bitou Municipality's confidential information and interests.

**6.1.3.5. Gratifications, hospitality and gifts**

6.1.3.5.1. The employees and agents of the Bitou Municipality shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.

- 6.1.3.5.2. The employees and agents of the Bitou Municipality as well as their family members of associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:
- a) money, loans, equity, personal favours, benefits or services;
  - b) overseas trips; or
  - c) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.
- 6.1.3.5.3. The employees and agents of the Bitou Municipality shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.
- 6.1.3.5.4. All employees and agents of the Bitou Municipality may for the purpose of fostering interpersonal business relations accept the following:
- a) meals and entertainment, but excluding the cost of transport and accommodation;
  - b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc.;
  - c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;
  - d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature.
- 6.1.3.5.5. Gifts listed in a) to d) or gifts in kind which have an intrinsic value greater than R350 may not be accepted.
- 6.1.3.5.6. Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.
- 6.1.3.5.7. Employees and agents of the Bitou Municipality shall without delay report to the Municipal Manager any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

#### **6.1.3.6. Reporting of breaches**

- 6.1.3.6.1. Employees and agents of the Bitou Municipality shall promptly report to the Municipal Manager any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

#### **6.1.4. Measures to prevent abuse of the infrastructure delivery system**

- 6.1.4.1. The Municipal Manager shall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this Policy against an employee or an agent, a contractor or other role player and, where justified:
- a) take steps against an employee or role player and inform the National Treasury and the Provincial Treasury of those steps;
  - b) report to the South African Police Service any conduct that may constitute a criminal offence;
  - c) lodge complaints with the Construction Industry Development Board or any other relevant statutory Council where a breach of such Council's code of conduct or rules of conduct are considered to have been breached; cancel a contract if:

- 1) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or
- 2) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

#### **6.1.5. Prohibition of Awards to persons in the service of the state**

6.1.5.1. Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:

- 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) an executive member of the accounting authority of any national or provincial public entity; or
- f) an employee of Parliament or a provincial legislature.

6.1.5.2. The notes to the annual financial statements of the [municipality / municipal entity] shall disclose particulars of an award of more than R 2000 to a person who is a family member of a person identified in 6.1.5.1 or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

#### **6.1.6. Collusive tendering**

6.1.6.1. Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:

- a) is not associated, linked or involved with any other tendering entity submitting tender offers; or
- b) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender shall be rejected.

#### **6.1.7. Placing of contractors under restrictions**

6.1.7.1. If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:

- a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;
- b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;
- c) had their contract terminated for reasons within their control without reasonable cause;
- d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;
- e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Bitou Municipality; or

- f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Bitou Municipality that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,

6.1.7.2. The Manager SCM shall prepare a report on the matter and make a recommendation to the Municipal Manager for placing the contractor or any of its principals under restrictions from doing business with the Bitou Municipality.

6.1.7.3. The Municipal Manager may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to [name of municipality or municipal entity for a period of time.

6.1.7.4. The Manager SCM shall:

6.1.7.4.1. record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of the Bitou Municipality who are engaged in procurement processes; and

6.1.7.4.2. notify the National Treasury and the Provincial Treasury and, if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

### 6.1.8. Complaints

6.1.8.1. All complaints regarding the Bitou Municipality's Infrastructure Delivery Management System shall be addressed to the Municipal Manager. Such complaints shall be in writing.

6.1.8.2. The Chief Financial Officer shall investigate all complaints regarding the Infrastructure Procurement And Delivery Management System and report on actions taken to the Municipal Manager who will decide on what action to take.

## 6.2. Acquisition management 6.2.1. Unsolicited proposal

6.2.1.1. The Bitou Municipality is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:

- a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;
- b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;
- c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for the Bitou Municipality;
- d) the offer is in writing and clearly sets out the proposed cost;
- e) the person who made the offer is the sole provider of the goods or service; and
- f) The Municipal Manager finds the reasons for not going through a normal tender processes to be sound.

6.2.1.2. The Municipal Manager may only accept an unsolicited offer and enter into a contract after considering the recommendations of the Bid Adjudication Committee if:

- a) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the [municipality or municipal entity] and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;
- b) the Bitou Municipality' has obtained comments and recommendations on the offer from the National Treasury and the Provincial Treasury;



- c) the Bid Adjudication Committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and the Provincial Treasury; and
- d) the provisions of 6.2.1.3 are complied with.

6.2.1.3. The Municipal Manager shall, within 7 working days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the Provincial Treasury and Auditor-General. A contract shall in such circumstances not be entered into or signed within 30 days of such submission.

## 6.2.2. Tax and rates compliance 6.2.2.1. SARS tax clearance

6.2.2.1.1. No contract may be awarded or an order issued where the value of such transaction exceeds R30 000, unless a tenderer or contractor is in possession of an original valid Tax Clearance Certificate issued by SARS provided that the tenderer is not domiciled in the Republic of South Africa and the SARS has confirmed that such a tenderer is not required to prove their tax compliance status.

6.2.2.1.2. In the case of a partnership, each partner shall comply with the requirements of 6.2.2.1.1.

6.2.2.1.3. No payment shall be made to a contractor who does not satisfy the requirements of 6.2.2.1.2. An employee of the Bitou Municipality shall upon detecting that a tenderer or contractor is not tax compliant, immediately notify such person of such status.

6.2.2.1.4. Notwithstanding the requirements of 6.2.2.1.1 and 6.2.2.1.3 the following shall apply, unless a person who is not tax compliant indicates to [designated person] that it intends challenging its tax compliance status with SARS,

- b) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;
- c) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;
- d) no payments may be released for any amounts due in terms of the contract due to a noncompliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

## 6.2.2.2. Municipal rates and taxes

6.2.2.2.1. No contract may be awarded to a tenderer who, of the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

6.2.2.2.2. No award may be considered to a tenderer who, of the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are outstanding for more than 30 days, if the value of the award will exceed R 10 million.

6.2.2.2.3. When bids are called for the provisioning of services or goods, potential bidders, who are also customers of the Bitou Local Municipality, can submit tenders subject to a condition that the consideration and evaluation thereof shall require of the tenderer to obtain a certificate from the municipality that confirms that all applicable municipal accounts of the tenderer or his/her directors, owners or partners, are paid in full or that appropriate arrangements (which includes the right of settlement in the case of non-performance) are made for the payment of any amounts due;

6.2.2.2.3.1. No tender shall be awarded to a person unless an appropriate

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arrangement has been made for the payment of amounts due.

6.2.2.2.3.2. No further debt may accrue during the contract period; and

6.2.2.2.3.3. Tender conditions include a condition that allows the municipality to, in terms of a reasonable arrangement with the consumer; subtract amounts due to the municipality from cash payments.

### 6.2.3. Declarations of interest

6.2.3.1. Tenderers and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:

- a) are an employee of the Bitou Municipality or in the employ of the state; or
- b) have a family member or a business relation with a person who is in the employ of the state.

### 6.2.4. Invitations to submit expressions of interest or tender offers

6.2.4.1. All invitations to submit tenders where the estimated value of the contract exceeds R300 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the Bitou Municipality's website and on the National Treasury eTender Publication Portal.

6.2.4.2. Advertisements relating to construction works, which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000, shall also be advertised, on the CIDB i-Tender website.

6.2.4.3. Where deemed appropriate by the Chairperson of the Bid Specification Committee or the Manager: SCM, an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person.

6.2.4.4. Such advertisements shall be advertised for a period of at least 14 days before closure, except in urgent cases when the advertisement period may be shortened as determined by the Municipal Manager.

6.2.4.5. The Manager SCM shall place all Advertisements.

6.2.4.6. Invitations to submit expressions of interest or tender offers shall be issued not less than 10 working days before the closing date for tenders and at least 5 working days before any compulsory clarification meeting. Procurement documents shall be made available not less than 7 days before the closing time for submissions.

### 6.2.5. Publication of submissions received and the award of contracts

6.2.5.1. The Manager: SCM shall publish within 10 working days of the closure of any advertised call for an expression of interest or an invitation to tender, where the estimated value of the contract exceeds R300 000 (including VAT) on the municipality's website.

6.2.5.2. The following information must be published:

6.2.5.2.1. the names of all tenderers that made submissions to that advertisement, and

6.2.5.2.2. if practical or applicable, the total of the prices and the preferences claimed.

6.2.5.3. Such information shall remain on the website for at least 30 days.

6.2.5.4. The Manager SCM shall publish within 7 working days of the award of a contract the following on the Bitou Municipality's website: a) the contract number;

- b) contract title;
- c) brief description of the goods, services or works;
- d) the total of the prices, if practical;
- e) the names of successful tenderers and their B-BBEE status level of contribution;
- f) duration of the contract; and
- g) brand names, if applicable.

6.2.5.5. The Manager SCM shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury e-Tender Publication Portal regarding the successful and unsuccessful tenders.

6.2.5.6. The Manager SCM shall, within 7 working days of the award, submit details pertaining to the award of contracts relating to construction works, which are subject to the Construction Industry Development Regulations, issued in terms of the Construction Industry Development Act of 2000, in addition to the requirements of 6.2.5.3, place a notification on the CIDB website..

**6.2.6. Disposal committee**

6.2.6.1. The Municipal Manager shall appoint in writing the members of the disposal committee to decide on how best to undertake disposals.

6.2.6.2. The disposal panel shall comprise not less than three people.

6.2.6.3. The chairperson shall be an employee of the Bitou Municipality.

6.2.6.4. The disposal committee shall make recommendations to the Municipal Manager who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, decide not to proceed or to start afresh with the process.

6.2.6.4.1. A disposal committee shall decide how best to undertake disposals relating to the demolition or dismantling of infrastructure or parts thereof, and the disposal of unwanted, redundant or surplus materials, plant and equipment.

6.2.6.4.2. Disposals shall be proceeded with only after the feasibility and desirability of using one or more of the following alternative disposal strategies have been considered:

- a) transfer to another organ of state, business unit or a charitable organisation at marketrelated value or free of charge;
- c) recycling or re-use of component materials; or
- d) disposal by means of dumping at an authorised dump site, burning or demolition.

6.2.6.4.3. The reasons for adopting a disposal strategy shall be recorded prior to proceeding with such disposal.

**6.2.7. Reporting of infrastructure delivery management information**

6.2.7.1. The Manager: SCM shall submit any reports required in terms of the standard to the National Treasury or the Provincial Treasury.

**7. Infrastructure procurement 7.1. Procurement documents**

7.1.1. The forms of contract that may be used are as follows:

Form of Contract	Code	Intended Usage
CIDB Standard Professional Service Contract	SPSC	Professional Services
SAICE General Conditions of Contract for Construction Works	GCC	Engineering and construction, including any level of design responsibility
JBCC Principal Building Agreement	PBA	Buildings and related site works designed by the employer

JBCC Minor Works Agreement	MWA	Buildings and related site works of simple content designed by the employer.
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- 7.1.2. The Bitou Municipality's pre-approved templates for Part C1 (Agreements and contract data) of procurement, documents shall be utilised to obviate the need for legal review prior to the awarding of a contract.
- 7.1.3. All modifications to the standard templates shall be approved by the Project Manager prior to being issued for tender purposes.
- 7.1.4. Disputes arising from the performance of a contract shall be finally settled in a South African court of law.
- 7.1.5. [state additional requirements, if any e.g. use of standard access specifications, health and safety specifications etc.]
- 7.1.6. The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:
- a) consultancy services; and
  - b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

## 7.2. Developmental Procurement

- 7.2.1. The primary beneficiaries will be included in the Preferential Procurement Policy and will include at least the following:
- 7.2.1.1. Local emerging contractors / service providers and suppliers from previously disadvantaged individuals/communities who will be assisted with targeted contract opportunities to propel them to new heights.
- 7.2.1.2. Contractors must be registered with the CIDB to qualify for participation.
- 7.2.2. The Bitou Municipality undertakes to support the development of emerging contractors in the construction industry through the use of the Potentially Emerging (PE) policy instrument developed by the CIDB.
- 7.2.3. The Bitou Municipality undertakes to establish and resource a Contractor Development Programme in line with the CIDB Guidelines for Establishing Contractor Development Programmes.
- 7.2.4. The Bitou Local Municipality undertakes to allocate projects to the Contractor Development Programme, within which the PE status can be applied.

## 7.3. Payment of contractors

- 7.3.1. The Bitou Municipality shall settle all undisputed accounts within 30 days of invoice or statement as provided for in the contract.

## 7.4. Approval to utilise specific procurement procedures

- 7.4.1. Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:
- (a) The Municipal Manager shall authorise the use of the negotiated procedure above the thresholds provided in the standard.
  - (b) The Municipal Manager shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and

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- (c) the Bid Specification Committee or Manager: SCM shall authorise the proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure.

7.4.2. The person authorised to pursue a negotiated procedure in an emergency is designated Director.

## **7.5. Receipt and safeguarding of submissions**

7.5.1. A dedicated and clearly marked tender box shall be made available to receive all submissions made.

7.5.2. The tender box shall be fitted with two locks and the keys kept separately by two SCM Practitioners.

7.5.3. Such personnel shall be present when the box is opened on the stipulated closing date for submissions.

## **7.6. Opening of submissions**

7.6.1. Submissions shall be opened by an opening panel comprising two people nominated by the Manager: SCM who have declared their interest or confirmed that they have no interest in the submissions that are to be opened.

7.6.2. The opening panel shall open the tender box at the stipulated closing time and:

- a) sort through the submissions and return those submissions to the box that are not yet due to be opened including those whose closing date has been extended;
- e) return submissions unopened and suitably annotated where:
  - 1) submissions are received late, unless otherwise permitted in terms of the submission data;
  - 2) submissions were submitted by a method other than the stated method,
  - 3) submissions were withdrawn in accordance with the procedures contained in SANS 10845-3; and
  - 4) only one tender submission is received and it is decided not to open it and to call for fresh tender submissions.
- f) record in the register submissions that were returned unopened;
- g) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;
- h) record in the register the name of any submissions that is returned with the reasons for doing so;
- i) record the names of the tenderer's representatives that attend the public opening;
- j) sign the entries into the register; and
- k) stamp each returnable document in each tender submission.

7.6.3. Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of 7.6.2h).

7.6.4. Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.

7.6.5. Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

**7.7. Use of another organ of state's framework agreement**

7.7.1. The Bitou Municipality may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so.

7.7.2. The Municipal Manager shall make the necessary application to that organ of state to do so.

**7.8. Insurances**

7.8.1. Contractors shall be required to take out all insurances required in terms of the contract.

7.8.2. The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed by the Municipal Manager.

7.8.3. Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

**Table 4: Minimum insurance cover**

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant, Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R10 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R5 million
Professional indemnity insurance	Geotechnical and structural engineering: R5 million Civil, electrical and mechanical engineering: R3 million Architectural: R3 million other R3 million

7.8.4. The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by [designated person].

7.8.5. SASRIA Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.

7.8.6. Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the in relation to the nature of the service that they provide.

7.8.7. the Bitou Municipality shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.

7.8.8. Where payment is to be made in multiple currencies, either the contractor or the Bitou Municipality should be required to take out forward cover. Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

**7.9. Written reasons for actions taken**

7.9.1. Written reasons for actions taken shall be provided by a Project Manager

7.9.2. The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, as to why a tenderer was not considered for the award of a contract or not awarded a contract shall be framed around the clauses in:

- a) SANS 10845-3, Construction procurement - Part 3: Standard conditions of tender, and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or
- b) SANS 10845-4, Construction procurement - Part 4: Standard conditions for the calling for expressions of interest;

7.9.3. Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

**7.10. Request for access to information**

7.10.1. Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the “requestor” should be referred to the Bitou Municipality’s Information Manual which establishes the procedures to be followed and the criteria that have to be met for the “requester” to request access to records in the possession or under the control of the Bitou Municipality’s.

7.10.2. Access to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use.

7.10.3. Access to a bill of quantities and rates should be provided in terms of the Act.

**8. SHORT TITLE**

8.1. This policy is called the INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT POLICY of the Bitou Local Municipality.