



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

Enterprise iLembe is the Economic Development Agency of the
iLembe District Municipality, responsible for Trade & Investment Promotion and Local
Economic Development for the region

REQUEST FOR PROPOSALS (22/08/2014)

PROVISION OF INTERNAL AUDIT SERVICES

Enterprise iLembe, the Economic Development Agency of iLembe District Municipality, hereby invites suitably qualified service providers with proof of registration with the Institute of Internal Auditors to submit proposals for the provision of Internal Audit Services as required in terms of Section 165 of the Municipal Finance Management Act, No 56 of 2003.

Copies of the Terms of Reference will be made available via e-mail at khwezi@enterpriseilembe.co.za OR visit our website www.enterpriseilembe.co.za. Any requests for further information for clarity purposes will be made available via telephone.

Please place your completed proposal in a sealed envelope endorsed **"PROPOSAL FOR: Provision of Internal Audit Services"** in the Tender Box at Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito on or before **Thursday, 25 September 2014 at 11h00**.

Enterprise iLembe reserves the right not to accept any or portion of a proposal received under this call, or give reasons for doing so. Bids will be evaluated and adjudicated in terms of the approved Supply Chain Management Policy of Enterprise iLembe on the 90/10 Preferential Procurement points system.

Please note: All proposals must be hand-submitted to the tender box, and no e-mailed or fax submissions will be accepted. No submissions will be accepted after the closing date and time, as stipulated above.

For more information, please contact the SCM Unit on 032-9461256.

Mr Zakhele Gumede
Acting Chief Executive Officer
Enterprise iLembe



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF INTERNAL AUDIT SERVICES FOR A THREE YEAR
PERIOD SUBJECT TO ANNUAL REVIEW**

Closing Date: 25 September 2014

Time: 11h00

It is the intention of Enterprise iLembe to enter into a formal contract with a service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.

1. Introduction

Section 165 of the Municipal Finance Management Act (MFMA), 56 of 2003, states that each municipality and each municipal entity must have an internal audit unit, which may be outsourced, if the municipality or municipal entity, requires assistance to develop its internal capacity.

Section 165(2) of the MFMA stipulates that the internal audit unit of the municipality must:

- (a) Prepare a risk-based audit plan and an internal audit program for each financial year
- (b) Advise the accounting officer and report to the audit committee on implementation of the internal audit plan and matters relating to:
 - (i) Internal audit;
 - (ii) Internal controls;
 - (iii) Accounting procedures and practices;
 - (iv) Risk and risk management;
 - (v) Performance management;
 - (vi) Loss control; and
 - (vii) Compliance with the Act, the Annual Division of Revenue Act and any other applicable legislation; and
- (c) Perform such other duties as may be assigned to it by the accounting officer.

2. Nature and Scope of Internal Audit Work

Internal audit functions will include, but not limited to, the following:

- Undertaking a system review which will include walkthrough tests to identify weaknesses in controls and advise on internal controls to be implemented
- Assisting in designing and implementing internal control systems
- Monitoring and overseeing of compliance with applicable legislation and the entity's code of conduct
- Monitoring and oversight of compliance based on risk assessments of various activities of the entity
- Performance audits on projects, grants, etc
- Information technology audits
- Performance management systems evaluation
- Monitoring and oversight of internal and external financial control audit
- Determine the extent of compliance on the established policies and procedures based on the risk involved therein.
- Evaluate the soundness of financial and operating controls at their cost effectiveness by highlighting real issues supported by the recommendations in participation with management
- Ascertain the extent to which Enterprise iLembe's assets are safeguarded and deployed gainfully
- Appraise the reliability of information generated by Enterprise iLembe
- Evaluate the quality of performance in carrying out jobs assigned to various employees
- Provide suggestions for improving the Control Environment of Enterprise iLembe

- Investigate allegations of fraud, misappropriation or possible loss to Enterprise iLembe and suggest corrective and preventative measures to avoid its' recurrence
- Provide consultation to line management wherever they seek Internal Audit's views in resolving complex issues confronted by them
- Review new products, services and computerised systems being proposed to Enterprise iLembe to ensure adequacy of controls therein
- Review policies and procedures before their finalisation to ensure necessary controls are in place

All other weaknesses, errors and system deviations will first be discussed with management for comment, then included in reports to the Audit Committee.

2.1 Objectives

The objective of Internal Audit work is to determine whether Enterprise iLembe's network of risk management, control and governance processes, as designed and presented by management, is adequate and functioning in a manner to ensure that:

- Risks are appropriately identified and managed
- Interaction with various governance groups occur as needed
- Significant financial, managerial and operating information is accurate, reliable and timely
- Employees actions are in compliance with policies, standards, procedures and applicable laws and regulations
- Resources are acquired economically, used efficiently and adequately protected
- Programmes, plans and objectives are achieved
- Quality and continuous improvement are fostered in Enterprise iLembe and are recognised and addressed properly
- Accounting procedures are effective.

Opportunities for improving management controls, and Enterprise iLembe's image may be identified during audits and communicated to the appropriate level of management.

2.2 Responsibilities

The primary objective of the Internal Audit Function in Enterprise iLembe is to assist Management in the effective discharge of their responsibilities. In order to carry this out, the successful service provider shall:

- Develop a three year strategic plan which is to be discussed with management and thereafter presented to the Audit Committee for review and approval
- Develop an annual audit plan and submit the plan to the Audit Committee and Management for review
- Implement the annual audit plan, as approved, including, as appropriate, any special tasks or projects requested by Management or the Audit Committee

- Maintain professional audit staff with sufficient knowledge, skills, experience and professional certification to meet the requirements of the audit function.
- Keep abreast of relevant best practice and new developments affecting their work and in matters affecting Enterprise iLembe's activities.
- Respond to Enterprise iLembe's changing needs and strive for continuous improvement and maintain integrity in carrying out their activities.
- Issue reports to management summarising results of audit activities.
- Assist in the investigation of significant suspected fraudulent activities within Enterprise iLembe and notify management of the results.

2.3 Authority

The successful service provider shall have the authority to audit all parts of Enterprise iLembe and shall have complete access to any of the records, physical properties and personnel relevant to the performance of an audit. Documents and information given to auditors will be handled as prudently as they would be by those employees normally accountable for them.

The Internal Auditors will be authorised to:

- Have unrestricted access to all units within Enterprise iLembe and have access to the records, property and personnel of Enterprise iLembe
- Have full and free access to members of the audit committee
- Allocate resources, set audit frequencies, select auditable subjects, determine scope of audit work and apply the techniques required to accomplish audit objectives
- Obtain the necessary assistance of the personnel within Enterprise iLembe when performing audits as well as other specialised services that may be assigned from time to time.

Please note that the successful service provider shall not, during the term of this contract and within five years expiry thereof, disclose any proprietary or confidential information relating to the services or assignment or the Enterprise iLembe's business operations without prior written consent from Enterprise iLembe Management.

3. Period of Service

The period of service is 3 years from the date of appointment. The contract will be performance based and is renewable annually. If the successful bidder is deemed to not be performing at an acceptable level, termination of the contract will occur upon one month's written notice to the Service Provider.

4. Prescribed Contents of the Proposal

Please note that proposals that deviate from this structure may be penalised:

4.1 Introduction

- Purpose of the project as the service provider understands it
- Other relevant information

4.2 Background

- Legislative background.
- Purpose and definition of internal audit.
- Other relevant information.

4.3 Annual Internal Audit Plan

- A brief strategic audit plan of all planned audits and scope of the audit for the financial year.

4.4 Audit Approach and Methodology

- A brief demonstration or explanation of approach and methodology to be used.

4.5 Project Cost/ Budget

- Detailed budget on how the service provider intends employing resources for auditing, including travel charges for each accounting period.
- No hidden costs allowed.

4.6 Conclusion

- Short concluding remarks.

5. Requirements related to tender

Documentation and Information Relating to this Brief

Please note that it is mandatory to complete Annexure A (see below) AND the MBD 2, 4 and 6.1 Forms. Failure to complete the Annexure and return it with your submission will disqualify your bid in its entirety.

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed **“PROPOSAL FOR: INTERNAL AUDIT FUNCTION”** and must be hand delivered and placed in the tender box at **Sangweni Tourism Centre, Cnr. Link Road & Ballito Drive, Ballito** and addressed to;

The Acting Chief Executive Officer

Enterprise iLembe,

Sangweni Tourism Centre,

Cnr Link Road & Ballito Drive;

and be received on or before **11h00 on Thursday, 25 September 2014.**

Please note: All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box. ***Enterprise iLembe does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.***

6. Evaluation Criteria

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

Any bid that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

Functionality Evaluation

The functionality evaluation points will be applied as per the table below:-

NB: Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competencies

The successful bidders or consortium must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation	Maximum Points
Registration with the Institute of Internal Auditors		20 Points
Experience with Local Government Audits	0 years 0 1-5 years 10 5-10 years 30 Above 10 years 40	40 Points
Experience with Private Sector Audits	0 years 0 1-5 years 5	20 Points

	5-10 years 10	
	Above 10 years 20	
Comprehensive Approach and Methodology		20 Points

Only bidders who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 90/10 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.

The 90/10 preference point scoring system will be applied with points allocated as follows:-

- 90 points for the price;
- 10 points for B-BBEE status level

The 10 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (90/10 System)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-contributor	0

REQUIRED ANNEXURES

Annexure A: Compulsory Information Sheet (see below)

Annexure B: Detailed Proposal

Annexure C: Registration details & Compliance

- Company registration
- Valid Original Tax Clearance Certificate (**Compulsory**)
- Power of Attorney/ Signing authority where applicable
- Completed Supplier Registration Forms (if not already on Enterprise iLembe database)
- MBD 2,4 and 6.1 Forms (**Compulsory**)
- If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements for the past three years or since establishment if established during the past three years
- A certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services for which payment is overdue for more than 30 days.
- Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material noncompliance or dispute concerning the execution of such contract.

Annexure D: HDI Ownership

- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)

ANNEXURE A – Compulsory Information

Name of Company: _____

Contact Person/s: _____

Contact Number/s: & Email Address: _____

Details	Response/Annexure
Registration with the Institute of Internal Auditors	
Experience with Local Government Audits	
Experience with Private Sector Audits	
Comprehensive Approach and Methodology	
B-BBEE Certificate	
Small business as defined in the National Small Business Act of 1996	YES <input type="checkbox"/> NO <input type="checkbox"/>
Business located within the iLembe District	YES <input type="checkbox"/> NO <input type="checkbox"/>
Total Price (Including VAT)	

Above information certified correct:

Signature: _____

Name: _____

Date: _____

NB: By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference.

MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) 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.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the

company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 **The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.**

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated

or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;

- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

80/20 System

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 8.1.1 If yes, indicate:
 - (i) what percentage of the contract will be subcontracted?%
 - (ii) the name of the sub-contractor?

- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :

9.2 VAT registration number :

9.3 Company registration number
.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number

Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

SIGNATURE(S) OF BIDDER(S)

1. 2.

DATE:

ADDRESS:.....
.....
.....
.....

WITNESSES

1. 2.



PO Box 593 Ballito 4420

Cnr. Ballito Drive & Link Road, Ballito 4420

info@enterpriseilembe.co.za

ACCREDITED SUPPLIER DATABASE REGISTRATION FORM

COMPANY DETAILS *

COMPANY NAME:

Name of business as registered with the Registrar of Companies/Close Corporations

REGISTRATION TYPE:

(Please tick appropriate box)

- ☐ Close Corporation
- ☐ Private Company (Pty) Ltd
- ☐ Public Company
- ☐ Partnership
- ☐ Sole Trade/Proprietor
- ☐ Trust
- ☐ Section 21 Company
- ☐ Consortium or Joint Venture

COMPANY REG. NO:

Registration no as registered with the Registrar of Companies/Close Corporations
(Please attach certified copy of registration documents)

TRADING NAME:

Trading name if different from above

WATER ACC NO:

If trading or residing within Ilembe District

If trading or residing outside Ilembe District please attach a copy of the latest utility bill

UNEMPLOYMENT INSURANCE FUND NO. (if applicable): _____

COMPENSATION COMMISSIONER REG NO.: _____

(If applicable)

ENTERPRISE ILEMBE – REGISTRATION FORM

INCOME TAX NO: _____
Please attach a copy of the latest valid tax clearance certificate

PAYE NUMBER: _____
 (If applicable)

CATEGORY:
(Please tick appropriate box)

SUPPLIER ☐
 CONSULTANT ☐
 CONTRACTOR ☐
 LOCAL MUNICIPALITY ☐
 UNKNOWN ☐

* MANDATORY INFORMATION

VAT REG. NO: _____

SUBSIDIARYCOMPANY ☐

REGISTRATION DATE: _____

PREVIOUS BUSINESS INFORMATION (IF APPLICABLE)

Did the business exist under another name previously? ☐ YES ☐ NO (*Tick one*)

If "yes" what was the previous name? _____

Please state the reasons for the name of the change

DETAILS OF PROFESSIONAL AFFILIATION OR REGULATORY BODY (IF APPLICABLE)

Institute/Professional Body/Regulatory Body	Registration No	Professional Insurance Indemnity No

ENTERPRISE ILEMBE – REGISTRATION FORM

PHYSICAL ADDRESS: _____

POSTAL CODE: _____

PROVINCE: _____

CITY/ TOWN: _____

POSTAL ADDRESS: _____

CITY / TOWN: _____

POSTAL CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

PHYSICAL LOCATION OF HEAD OFFICE (If applicable): _____

WEB ADDRESS: _____

PREFERRED METHOD OF COMMUNICATION: ☐ EMAIL ☐ FAX ☐ POST (INDICATE WITH A TICK)
(Please tick appropriate box)

CONTACT PERSON DETAILS *

TITLE: _____

NAME: _____

LAST NAME: _____

CONTACT TEL NO: _____ (CELL) _____ (H) _____ (W)
_____ (F) _____ (EMAIL ADDRESS)

* MANDATORY INFORMATION

BUSINESS DETAILS *

Business Type

(Please tick appropriately)

- ☐ Supplier
- ☐ Main Contractor
- ☐ Sub-contractor
- ☐ Labour-only Contractor
- ☐ Consultant
- ☐ Manufacturer
- ☐ Professional Services
- ☐ Education, Development & Training

CLASSIFICATION OF BUSINESS AND CATEGORY *

(Please tick appropriate box)

1. ADMINISTRATION

- Stationery ☐
- Printing.... ☐
- Cleaning materials ... ☐
- Cleaning equipment... ☐
- Vehicle maintenance and repairs... ☐
- Office maintenance... ☐
- Office equipment ☐
- Catering ... ☐
- Office furniture... ☐
- Computer hardware, software, development ☐
- Network solutions etc... ☐
- Travel agents, conference facilities, ☐
- Accommodation and car rental.... ☐
- Courier services ☐
- Media/publicity/advertising... ☐
- Promotional materials.... ☐
- Vehicle purchasing... ☐
- Office maintenance.... ☐
- Insurance brokers... ☐
- Computer accessories.... ☐
- Consumables.... ☐
- Entertainment.... ☐
- Publishing.... ☐
- Books ☐
- Fuel, oil, tyres and gas ☐

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- Auctioneers ☐
- Security Services ☐
- Pest control ☐
- Painting ☐
- Plumbing ☐
- Electrical Repairs ☐
- Renovations ☐
- Fumigation ☐
- Carpet Cleaning ☐
- Car Wash ☐

2. HUMAN RESOURCES

- Training and development ☐
- Organisational development.... ☐
- Legal compliance ... ☐
- Job evaluation... ☐
- Industrial relations training... ☐

3. SOCIAL SERVICES

- Health, safety and environment ☐
- Health services.... ☐
- Medical Consumables ... ☐
- Medical instruments... ☐
- Linen, pillows and blankets... ☐

4. ACCOUNTING & FINANCE

- Corporate Finance..... ☐
- Financial Management.... ☐
- Tax Consulting Services ... ☐
- Audit consulting services... ☐
- Payroll systems consulting... ☐
- Financial systems consulting... ☐
- Banking Services... ☐

5. CIVIL

- Sockets ☐
- Valves.... ☐
- Wire ... ☐
- Tees, couplings, ferrules etc... ☐
- Tubes... ☐
- Hose taps ☐
- Packings.... ☐
- Water meters ... ☐
- Miscellaneous water equipment... ☐

6. GENERAL

- Bolts & nuts ☐
- Building material.... ☐
- Nails ... ☐
- Locks... ☐
- Cement... ☐
- Tools ☐
- Pipes & accessories.... ☐
- Window glass ... ☐
- Corrugated iron... ☐
- Other specify... ☐

7. TECHNICAL/PROFESSIONAL SERVICES

- Building contractors... ☐
- Consulting engineers... ☐
- Electrical engineers ... ☐
- Mechanical engineers... ☐
- Land surveyors ☐
- Architects.... ☐
- Water treatment chemicals ... ☐
- Telemetry systems & maintenance... ☐
- Plant hire... ☐
- Safety equipment... ☐
- Town & development planning ☐
- Environmental.... ☐
- Strategic planning ... ☐
- Economic development... ☐

BANKING DETAILS *

NAME OF BANKING INSTITUTION: _____

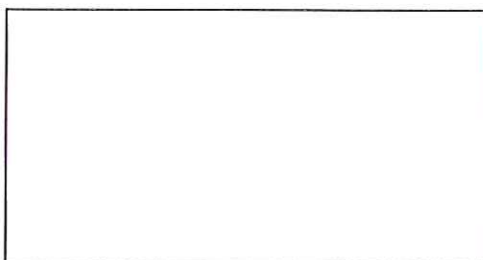
BRANCH NAME: _____

BRANCH CODE: _____

NAME OF ACCT HOLDER: _____
(Name under which account is operated)

ACCOUNT NUMBER: _____

ACCOUNT TYPE: ☐ CURRENT ACCOUNT
☐ SAVINGS ACCOUNT
☐ TRANSMISSION ACCOUNT
☐ CHEQUE ACCOUNT
☐ OTHER (PLEASE SPECIFY) _____



DETAILS OF BANK OFFICIAL: _____

NAME: _____

DATE RECEIVED: _____

SIGNATURE: _____

*Bank stamp certifying the above bank
Account details as correct*

SUPPLIER CLASSIFICATION **(Please tick the appropriate box)***Supplier classification – Refer to Page 6**

- ☐ Micro
- ☐ Very Small
- ☐ Small
- ☐ Medium
- ☐ Other (specify) _____

Sector or Subsector in accordance with the standard Industrial Classification	Size of Class	The total full-time equivalent of paid employees	Total turn-over	Total gross asset value (fixed property excluded)
Manufacturing	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very small	20	R5m	R2m
	Micro	5	R0.20m	R0.10m
Electricity, gas and water	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very small	20	R5.10m	R1.90m
	Micro	5	R0.20m	R0.10m
Construction	Medium	200	R26m	R5m
	Small	50	R6m	R1m
	Very small	20	R3m	R0.50m
	Micro	5	R0.20m	R0.10m
Retail and Motor Trade and Repair Services	Medium	200	R39m	R6m
	Small	50	R19m	R3m
	Very small	20	R4m	R0.60m
	Micro	5	R0.20m	R0.10m
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R64m	R10m
	Small	50	R32m	R5m
	Very small	20	R6m	R0.60m
	Micro	5	R0.20m	R0.10m
Catering, accommodation and other Trade	Medium	200	R13m	R3m
	Small	50	R6m	R1m
	Very small	20	R5.10m	R1.90m
	Micro	5	R0.20m	R0.10m
Transport, storage & Communications	Medium	200	R26m	R6m

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	Small	50	R13m	R3m
	Very small	20	R3m	R0.60m
	Micro	5	R0.20m	R0.10m
Finance & Business Services	Medium	200	R26m	R5m
	Small	50	R13m	R3m
	Very small	20	R3m	R0.50m
	Micro	5	R0.20m	R0.10m
Community, social & personal services	Medium	200	R13m	R6m
	Small	50	R6m	R3m
	Very small	20	R1m	R0.60m
	Micro	5	R0.20m	R0.10m

LOCATION OF THE ENTERPRISE *

(Tick the appropriate box)

☐ Ilembe District Municipality Area

☐ KwaZulu Natal

☐ Other _____

SMME/PDI STATUS *

TOTAL GROSS ASSET VALUE (excl. Fixed Property) : _____

TOTAL FULL TIME PAID EMPLOYEES : _____

TOTAL ANNUAL TURNOVER : _____

* MANDATORY INFORMATION

HISTORICALLY DISADVANTAGED INDIVIDUALS (If Applicable)

1. RESPONSIBILITY: *(Please Tick Appropriate Box)*

NAME OF OWNER/SHAREHOLDERS/MEMBERS/TRUSTEES: _____

LENGTH OF SERVICE: _____

CHEQUE SIGNING: ☐

SIGNING AND CO SIGNING FOR LOANS: ☐

BUSINESS FINANCING (Overdraft, Lease etc) : ☐

APPROVAL OF MAJOR PURCHASES / ACQUISITIONS: ☐

SIGNING CONTRACTS: ☐

2. RESPONSIBILITY: *(Please Tick Appropriate Box)*

NAME OF OWNER/SHAREHOLDERS/MEMBERS/TRUSTEES: _____

LENGTH OF SERVICE: _____

CHEQUE SIGNING: ☐

SIGNING AND CO SIGNING FOR LOANS: ☐

BUSINESS FINANCING (Overdraft, Lease etc) : ☐

APPROVAL OF MAJOR PURCHASES / ACQUISITIONS: ☐

SIGNING CONTRACTS: ☐

3. RESPONSIBILITY: *(Please Tick Appropriate Box)*

NAME OF OWNER/SHAREHOLDERS/MEMBERS/TRUSTEES: _____

LENGTH OF SERVICE: _____

CHEQUE SIGNING: ☐

SIGNING AND CO SIGNING FOR LOANS: ☐

BUSINESS FINANCING (Overdraft, Lease etc): ☐

APPROVAL OF MAJOR PURCHASES / ACQUISITIONS: ☐

SIGNING CONTRACTS: ☐

4. RESPONSIBILITY: *(Please Tick Appropriate Box)*

NAME OF OWNER/SHAREHOLDERS/MEMBERS/TRUSTEES: _____

LENGTH OF SERVICE: _____

CHEQUE SIGNING: ☐

SIGNING AND CO SIGNING FOR LOANS: ☐

BUSINESS FINANCING (Overdraft, Lease etc): ☐

APPROVAL OF MAJOR PURCHASES / ACQUISITIONS: ☐

SIGNING CONTRACTS: ☐

DECLARATION: CONFLICT OF INTEREST *

Are any members or shareholders of the business:

- a) employed by Ilembe District Municipality, any Local Municipality or Municipal Entity within the Ilembe District Municipality boundaries; or
- b) in the service of the state?

☐ Yes ☐ No

NOTE: "in the service of the state" means –

- a) a member of -
 - i) any municipal council;
 - ii) any provincial legislature; or
 - iii) the National Assembly or the National Council of Provinces;
- b) a member of the board of directors of any municipality entity;
- c) an official of any municipality or municipal entity;
- d) any 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.

If "YES" please state the nature if the relationship

Employee Name: _____

Salary Number: _____

*** MANDATORY INFORMATION**

DECLARATION *

I/WE, THE UNDERSIGNED WHO WARRANTS THAT I/WE ARE DULY AUTHORISED TO DO SO ON BEHALF OF THE ENTERPRISE, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE RELEVANT ATTACHEMENT IS CORRECT AND ACCURATE AND ACKNOWLEDGE THAT:

1. The enterprise will be required to furnish documentary proof requested to do so.
2. If the information supplied is found to be incorrect, then Ilembe District Municipality may in addition to any remedies it may have:
 - a) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - b) Recover from the contractor/supplier all costs, losses or damages incurred by Ilembe District Municipality as a result of the breach of contract ;
 - c) De-register the supplier from the accredited suppliers database;
 - d) Take any other action as may be deemed necessary.

Full Names: _____

ID Number: _____

Signature: _____

Date: _____

Duly authorised on behalf of: _____

Address: _____

Telephone no: _____

Signed and affirmed before me at _____ on this _____ day of _____ year _____ by the despondent who has acknowledged that he/she knows and understands, the contents of this document, and he/she has acknowledged that he/she regards the affirmation to be binding on his/her conscience.

Commissioner of Oaths

Full Name

Capacity

Business address

NOTE: Both the despondent and the Commissioner of Oath must initial all pages of the Application form

* MANDATORY INFORMATION

ANNEXURE “A”

Required document checklist

Please ensure that all documentation listed below is attached (where applicable) to the registration form.

Document Name	Attached
Original Tax Clearance Certificate	<input type="checkbox"/>
Company Registration Certificate	<input type="checkbox"/>
Most recent municipal accounts for your business location or your personal residence i.e. rates, water, refuse, electricity (if applicable) and levy registration confirmation letter.	<input type="checkbox"/>
Banking details certified by bank (page 10)	<input type="checkbox"/>
Copy of Identity Documents of directors/owners/members/shareholders	<input type="checkbox"/>
Compensation of Occupational Injuries and Diseases (COID) Registration Certificate <i>(if applicable)</i>	<input type="checkbox"/>
All relevant registration certificate pertaining to your business, incl. but not limited to <i>(if applicable)</i>	
• NHBRC Registration Certificate	<input type="checkbox"/>
• CIDB Registration Certificate	<input type="checkbox"/>
• SETA Registration	<input type="checkbox"/>
• SAQA pertaining to business sector	<input type="checkbox"/>
• Trade test certificates	<input type="checkbox"/>
• SOB Registration	<input type="checkbox"/>
• Membership certificates for professional services	<input type="checkbox"/>

FOR OFFICE USE ONLY

CAPTURED BY: _____

CHECKED BY: _____

VERIFIED BY: _____

CHECKED NT DATABASE : _____