

AMATHOLE DISTRICT MUNICIPALITY



APPLICATION

RE-ADVERTISEMENT - ESTABLISHMENT OF A PANEL OF SKILLS DEVELOPMENT PROVIDERS FOR A PERIOD OF 36 MONTHS **TENDER NO: 8/2/31/2025-2026C**

SKILLS DEVELOPMENT PROVIDER:

TEL NUMBER:

CLOSING DATE: MONDAY, 15 DECEMBER 2025

CLOSING TIME: 11:00 am

PREPARED BY:

AMATHOLE DISTRICT MUNICIPALITY
CORPORATE SERVICES
15 Rees Street,
Quigney, EAST LONDON
Tel: [043] 783 2409 (Direct Line)
Website: www.amathole.gov.za

AMATHOLE DISTRICT MUNICIPALITY

TERMS OF REFERENCE

It is the intention of the Amathole District Municipality (ADM) to enter into a formal contract with Skills Development Providers that will carry out the services described hereunder. These Terms of Reference and the service providers' proposals will form the basis of the contract.

SECTION 1: DETAILS

Province : Eastern Cape
Municipality : Amathole District Municipality
Project Name : c
Project Number : 8/2/31/2025-2026C
Project Manager : N Mpontshane

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who have experience and qualify to undertake training programmes needed by Amathole District Municipality, to be on the Panel of Skills Development Providers for a period of 36 months.

SECTION 3: PROJECT PURPOSE / OBJECTIVES

The intention of sourcing a Panel of Skills Development Providers to ensure that there is a list of Providers who possesses the relevant qualifications or unit standards mentioned in Section 5, and are readily available to select from, when ADM is in a process of building the capacity of its employees.

SECTION 4: SKILLS DEVELOPMENT PROGRAMMES OUTLINE

Description of a skills development intervention	Qualification identification number / Unit Standard number	Type of the intervention	NQF Level	Bidder to indicate which skills development intervention they are applying for to be on the panel
Occupational Certificate: Water Process Controller	102255	Occupational Certificate	3	
National Certificate: Electrical Engineering	72051	National Certificate: Electrical Engineering	3	
Occupational Certificate: Water Reticulation Practitioner	102581	Occupational Certificate	4	
Occupational Certificate: Plumber	91782	Occupational Certificate	4	
Occupational Certificate: Industrial Water plan operator	102758	Occupational Certificate	4	
Occupational Certificate: Water Infrastructure Manager	104623	Occupational Certificate	8	
Occupational Certificate: Electrician	91761	Occupational Certificate	4	
National Certificate: Water & Wastewater Treatment	58951	National Certificate	2	
National Certificate Water & Wastewater Process Controller	60190	National Certificate	3	
Occupational Certificate: Project Manager	101869	Occupational Certificate Manager		
Certificate in Municipal Finance Management	48965	National Certificate	6	
Further education and Training Certificate:	58782	National Certificate	4	

Plumbing (Recognition of Prior Learning (RPL))				
Occupational Certificate: Millwright	97585	Occupational Certificate	4	
Occupational Certificate: Water Infrastructure Manager	104623	Occupational Certificate	8	
Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	61709	Further Education and Training Certificate	4	
Post Graduate Diploma in Monitoring and Evaluation	122168	Post Graduate Diploma	8	

SKILLS PROGRAMMES (SP)

Description of a skills development intervention	Skills Programme number/Unit Standard number	Type of the intervention	NQF Level	Bidder to indicate which skills development intervention they are applying for to be on the panel
SP-Assistant Handy Person	SP-210501	Skills Programme	3	
SP-Plumbing Hand	SP-210403	Skills Programme	3	
<ul style="list-style-type: none"> - Supervise work unit to achieve work unit objectives (individuals and teams) - Supervise a project team of a developmental project to deliver project objectives 	10981	Skills Programme	4	
	10146		5	
	11473		4	

- Manage individual and team performance				
- Manage the finances of a unit	252040	Skills Programme	5	
- Interpret basic financial statements	117156			
- Manage Expenditure against a budget	242810			
Basic End User Computing	SP-240201	Skills Programme		
- Apply occupational health, safety and environmental principles	113852	Skills Programme	3	
- Demonstrate understanding of occupational health and safety legislation in the workplace	244288			
- Apply occupational health, safety and environmental principles	113852			

- Apply professional values and ethics in the operational environment	335800	Skills Programme	5
- Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	119342		5
- Identify personal values and ethics in the workplace			
- Apply the principles of ethics in a municipal environment	12537		4
	116343		6
- Evaluate a specified code of ethics and/or code of conduct	116484		5

TARGET AUDIENCE

ADM employees nominated from different departments including Satellite Offices.

SECTION 5: RESPONSIBILITIES

- The Skills Development Provider will be responsible for making own travel arrangements, accommodation and meals during the training.
- The municipality will be responsible for arranging a training venue.

SECTION 6: DOCUMENTATION

- Any related information available at Amathole District Municipality (ADM) will be provided to the successful service providers.
- Ownership of information collected by the Skills Development Providers paid for by ADM shall vest with ADM.

SECTION 7: SPECIAL CONDITIONS OF BID

The Service Providers must meet the following requirements:

- The Skills Development Providers must provide proof of valid accreditation for qualifications/unit standard/s selected in Section 4.

Failure to attach necessary proof mentioned above, will result in your bid being disqualified.

SECTION 8: SPECIAL CONDITIONS OF THE CONTRACT

The Service Providers must meet the following requirements:

1. The duration of the panel is for a period of three (3) years.
2. ADM will draw down from the panel as and when the need arises.
3. ADM reserves the right to procure its requirements outside the contract.
4. When drawing down from the panel, a detailed terms of reference being project specific will be done.

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.

NO

YES /

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

NATIONAL TREASURY: CENTRAL SUPPLIER DATABASE

Proof of registration on the National Treasury Central Supplier Database to be attached here (alternatively the tenderer to provide MAAA number).

COMPANY OWNERSHIP

All information must be filled in the spaces provided and a copy of the company's CK Certificate to be attached to this page.

NAME	IDENTITY NUMBER	% OWNED

TOTAL % BLACK WOMEN OWNERSHIP: _____

TOTAL % BLACK YOUTH OWNERSHIP: _____

TOTAL % PEOPLE WITH DISABILITIES _____

TOTAL % FOR MILITARY VETERANS: _____